

# Merced County Occupational Outlook 2000



**Presented & Prepared by  
Merced County Private Industry Training Department**

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# MERCED COUNTY OCCUPATIONAL OUTLOOK 2000

A Product of the

**California Cooperative Occupational Information System**

Sponsored by

**Merced County Private Industry Training Department**

<http://www.co.merced.ca.us/pitd/>

**The State of California Employment Development Department**

<http://www.calmis.ca.gov>

**And The California Occupational Information Coordinating Committee**

<http://www.soicc.ca.gov>

## **CCOIS Program Staff**

Program Coordinator and Report by  
David Cramer

Data Collected by  
Angela Garcia

## **For additional information, contact**

David Cramer

Merced County Private Industry Training Department  
1880 Wardrobe Avenue, Merced CA 95340

Office: (209) 385-7324 ext. 2042 – Fax (209) 725-3592

e-mail: [pitd26@co.merced.ca.us](mailto:pitd26@co.merced.ca.us)

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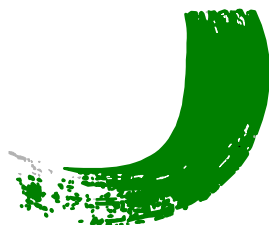
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This study is a result of the continued partnership between the Merced County Private Industry Training Department and the State of California's Employment Development Department to provide labor market information on selected occupations in Merced County.

This cooperative venture owes its accomplishment to the employment training partnership commitment of all segments of the local community including the Merced County Board of Supervisors, members of the Merced County Workforce Investment Board, Youth and Adult Employment Training Contractors, the educational community, and labor unions in Merced County. We deeply appreciate their contribution in sharing information and knowledge of the local labor market.

We must also give credit to the many employers whose patient responses to the survey questions provided the foundation for the occupational summaries in this report.

## California Cooperative Occupational Information System (CCOIS)

### Agencies publishing Occupational Outlook Reports (OOR) throughout California

---

#### **Alameda County**

Oakland Private Industry Council  
1212 Broadway, Suite 300  
Oakland CA 94612  
Phone: (510) 768-4409  
Fax: (510) 451-4049

#### **Butte County**

Private Industry Council of Butte County  
2185 Baldwin Avenue  
Oroville CA 95966  
Phone: (530) 343-6210  
Fax: (530) 343-6105

#### **Contra Costa County**

Workforce Invest. Bd of Contra Costa County  
2425 Bisso Lane, Suite 100  
Concord CA 94520  
Phone: (925) 646-5023  
Fax: (925) 646-5517

#### **Fresno County**

Fresno Workforce Development Board  
1999 Tuolumne Street, Suite 700  
Fresno CA 93721  
Phone: (559) 490-7174  
Fax: (559) 498-7654

#### **Imperial County**

Workforce Investment Bd. Of Imperial County  
760 Main Street  
El Centro, CA 92243  
Phone: (760) 336-2239  
Fax: (760) 353-6594

#### **Kings County**

Job Training Office  
Kings County Government Center  
Hanford CA 93230  
Phone: (559) 585-4727  
Fax: (559) 585-7398

#### **Los Angeles County**

Long Beach Business Development Center  
200 Pine Avenue, Suite 400  
Long Beach CA 90802  
Phone: (562) 570-3807  
Fax: (562) 570-3897

#### **Mariposa County**

Mother Lode Job Training Agency  
19900 Cedar Road North  
Sonora CA 95370  
Phone: (209) 532-2820  
Fax: (209) 553-1079

#### **Modoc County**

Private Industry Council of Butte County  
2185 Baldwin Avenue  
Oroville CA 95966  
Phone: (530) 343-6210  
Fax: (530) 343-6105

#### **Napa County**

North Bay Employment Connection  
1700 Second Street, Suite 378  
Napa CA 94559  
Phone: (707) 259-8679  
Fax: (707) 259-8681

#### **Alpine County**

Golden Sierra Job Training Agency  
117 New Mohawk, Suite E  
Nevada City CA 95959  
Phone: (530) 265-3201  
Fax: (530) 265-5297

#### **Calaveras County**

Mother Lode Job Training Agency  
19900 Cedar Road North  
Sonora CA 95370  
Phone: (209) 532-2820  
Fax: (209) 563-1079

#### **Del Norte County**

Private Industry Council of Butte County  
2185 Baldwin Avenue  
Oroville, CA 95966  
Phone: (530) 343-6210  
Fax: (530) 343-6105

#### **Glenn County**

North Central Counties Consortium  
1215 Plumas Street, Suite 1800  
Yuba City, CA 95991  
Phone: (530) 822-7145  
Fax: (530) 822-7150

#### **Inyo County**

Employers' Training Resource  
2001 28<sup>th</sup> Street  
Bakersfield CA 93301  
Phone: (805) 336-6954  
Fax: (661) 336-6858

#### **Lake County**

North Central Counties Consortium  
1215 Plumas Street, Suite 1800  
Yuba City CA 95991  
Phone: (530) 343-6210  
Fax: (530) 343-6105

#### **Madera County**

Madera Co. Workforce Development Office  
209 East 7th Street  
Madera CA 93638  
Phone: (559) 662-4500  
Fax: (559) 673-1794

#### **Mendocino County**

Mendocino Co. Private Industry Council  
630 Kings Court, Suite 204  
Ukiah CA 96593  
Phone: (707) 468-1402  
Fax: (707) 468-0408

#### **Mono County**

Employers' Training Resource  
2001 28<sup>th</sup> Street  
Bakersfield CA 93301  
Phone: (805) 336-6954  
Fax: (805) 336-6858

#### **Nevada County**

Golden Sierra Job Training Agency  
117 New Mohawk, Suite E  
Nevada City CA 95959  
Phone: (530) 265-3201  
Fax: (530) 265-5297

#### **Amador County**

Mother Lode Job Training Agency  
19900 Cedar Road North  
Sonora CA 95370  
Phone: (209) 532-2820  
Fax: (209) 553-1079

#### **Colusa County**

North Central Counties Consortium  
1215 Plumas Street, Suite 1800  
Yuba City, CA 95973  
Phone: (530) 343-6210  
Fax: (530) 343-6105

#### **El Dorado County**

Golden Sierra Job Training Agency  
117 New Mohawk, Suite E  
Nevada City CA 95959  
Phone: (530) 265-3201  
Fax: (530) 265-5297

#### **Humboldt County**

Humboldt Co. Employment Training Dept.  
930 Sixth Street  
Eureka CA 95501  
Phone: (707) 441-4642  
Fax: (707) 445-6228

#### **Kern County**

Employers' Training Resource  
2001 28<sup>th</sup> Street  
Bakersfield CA 93301  
Phone: (805) 336-6954  
Fax: (805) 336-6858

#### **Lassen County**

Private Industry Council of Butte County  
2185 Baldwin Avenue  
Oroville, CA 95966  
Phone: (530) 343-6210  
Fax: (530) 343-6105

#### **Marin County**

North Bay Employment Connection  
1700 Second Street, Suite 378  
Napa CA 94559  
Phone: (707) 259-8679  
Fax: (707) 259-8681

#### **Merced County**

Private Industry Training Department  
1880 Wardrobe Avenue  
Merced CA 95340  
Phone: (209) 385-7324  
Fax: (209) 725-3592

#### **Monterey County**

Monterey County Private Industry Council  
730 La Guardia Street  
Salinas CA 93905  
Phone: (831) 796-3312  
Fax: (831) 755-3246

#### **Orange County**

Job Training Partnership Agency  
1300 South Grand Ave., Bldg. B, 3<sup>rd</sup> Floor  
Santa Ana CA 92705  
Phone: (714) 567-7414  
Fax: (714) 834-7132

**California Cooperative Occupational Information System (CCOIS)**  
**Agencies publishing Occupational Outlook Reports (OOR) throughout California**

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**Placer County**

Golden Sierra Job Training Agency  
Center  
117 New Mohawk, Suite E  
Nevada City CA 95959  
Phone: (530) 265-3201  
Fax: (530) 265-5297

**Sacramento County**

Yolo Co. Community Partnership Agency  
112 West Main Street  
Woodland CA 95695  
Phone: (530) 737-7580  
Fax: (530) 661-2925

**San Diego County**

San Diego Workforce Partnership  
1551 4<sup>th</sup> Avenue, Suite 600  
San Diego CA 92101  
Phone: (619) 744-0354  
Fax: (619) 544-9691

**San Luis Obispo County**

Private Industry Council of San Luis Obispo  
4111 Broad Street, Suite A  
San Luis Obispo CA 93401  
Phone: (805) 788-2616  
Fax: (805) 541-4117

**Santa Clara County**

NOVA Private Industry Council  
505 W. Olive, Suite 550  
Sunnyvale CA 95023  
Phone: (408) 552-1049  
Fax: (408) 773-9054

**Sierra County**

Golden Sierra Job Training Agency  
117 New Mohawk, Suite E  
Nevada City CA 95959  
Phone: (530) 265-3201  
Fax: (530) 265-5297

**Sonoma County**

North Bay Employment Connection  
1700 Second Street, Suite 378  
Napa Ca 94559  
Phone: (707) 259-8679  
Fax: (707) 259-8681

**Tehema County**

Private Industry Council of Butte County  
2185 Baldwin Avenue  
Yuba City CA 95991  
Phone: (530) 343-6210  
Fax: (530) 343-6105

**Tuolumne County**

Mother Lode Job Training Agency  
19900 Cedar Road North  
Sonora CA 95370  
Phone: (209) 533-3396  
Fax: (209) 533-1079

**Yuba County**

North Central Counties Consortium  
1215 Plumas Street, Suite 1800  
Yuba City CA 95991  
Phone: (530) 343-6210  
Fax: (530) 343-6105

**Plumas County**

Private Industry Council of Butte County  
  
2185 Baldwin Avenue  
Oroville CA 95966  
Phone: (530) 343-6210  
Fax: (530) 343-6405

**San Benito County**

NOVA Private Industry Council  
505 W. Olive, Suite 550  
Sunnyvale CA 95023  
Phone: (408) 730-7232  
Fax: (408) 773-9054

**San Francisco County**

Private Industry Council of San Francisco  
1650 Mission Street, Suite 300  
San Francisco CA 94103  
Phone: (415) 5431-8700  
Fax: (415) 431-8702

**San Mateo County**

Co. of San Mateo Employment and Training  
262 Harbor Blvd., Bldg A  
Belmont CA 94002  
Phone: (650) 802-5171  
Fax: (650) 802-5173

**Santa Cruz County**

Co. of Santa Cruz Human Resource Agency  
1040 Emeline Avenue  
Santa Cruz CA 95023  
Phone: (831) 454-4586  
Fax: (831) 454-4651

**Siskiyou County**

Private Industry Council of Butte County  
2185 Baldwin Avenue  
Oroville CA 95966  
Phone: (530) 343-6210  
Fax: (530) 343-6105

**Stanislaus County**

Stanislaus Co. Dept. of Education & Training  
251 East Hackett Road C2  
Modesto CA 95353  
Phone: (209) 558-2107  
Fax: (209) 558-2164

**Trinity County**

Private Industry Council of Butte County  
2185 Baldwin Avenue  
Oroville CA 95966  
Phone: (530) 343-6210  
Fax: (530) 343-6105

**Ventura County**

Co. of Ventura Workforce Development Division  
505 Poli Street  
Ventura CA 93001  
Phone: (805) 652-7892  
Fax: (805) 652-7842

**Riverside County**

Riverside Co. Workforce Development  
  
1151 Spruce Street  
Riverside CA 92502  
Phone: (909) 955-1029  
Fax: (909) 955-3131

**San Bernardino County**

Co. of San Bernardino Jobs & Empl. Svcs.  
851 S. Mount Vernon Ave, Suite 22  
Colton CA 92324  
Phone: (909) 872-1574  
Fax: (909) 873-1578

**San Joaquin County**

S. Joaquin County PIC/Empl. & Econ. Dev. Dept.  
850 N. Hunter Street  
Stockton CA 95202  
Phone: (209) 468-3600  
Fax: (209) 462-9063

**Santa Barbara County**

Santa Barbara County Job Training Network  
1147 Huasna Road  
Arroyo Grande CA 93420  
Phone: (805) 882-3676  
Fax: (805) 739-8651

**Shasta County**

Shasta County Private Industry Council  
1220 Sacramento Street  
Redding CA 96001  
Phone: (530) 245-1584  
Fax: (530) 245-1596

**Solano County**

North Bay Employment Connection  
1700 Second Street, Suite 378  
Napa CA 94559  
Phone: (707) 259-8679  
Fax: (707) 259-8681

**Sutter County**

North Central Counties Consortium  
1215 Plumas Street, Suite 1800  
Yuba City CA 95991  
Phone: (530) 343-6210  
Fax: (530) 343-6105

**Tulare County**

Tulare County Private Industry Council  
2374 West Whitendale  
Visalia CA 93277  
Phone: (559) 737-4246  
Fax: (559) 737-4252

**Yolo County**

Yolo Co. Community Partnership Agency  
112 West Main Street  
Woodland CA 95695  
Phone: (530) 737-7580  
Fax: (530) 661-2925





## INTRODUCTION

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The information presented in this Occupational Outlook Report (OOR) was collected and analyzed through a function of a partnership between state and local agencies. Staff of Merced County Private Industry Training Department (PITD), with assistance from the California State Employment Development Department (EDD), Labor Market Information Division (LMID) prepared this material. The purpose of this OOR is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. Questions regarding the information in this report should be directed to the labor market analyst at Merced County Private Industry Training Department at (209) 385-7324 extension 2042.

Information in the Occupational Summaries portion of this report, unless otherwise noted, applies specifically to Merced County. The data contained in this report was collected from July 2000 through September 2000. Local users of occupational information selected the occupations presented for study. These users include program administrators, vocational planners and counselors, employers and others.

Following are descriptions of each section of the Occupational Summaries:

### OCCUPATION

Occupations are listed alphabetically by their Occupational Employment Statistic (OES) or Dictionary of Occupational Titles (DOT) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and the DOT, published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. The occupations were selected for survey based on the needs of local users of occupational information.

### WAGES AND BENEFITS

The wage data enable comparisons of salary ranges across occupations. The data are not intended to represent official prevailing wages. The ranges are based primarily on employer surveys and contacts with unions. Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Wage data were collected during the time period stated above, and reflect the following definitions:

<b>New to firm, no experience:</b>	Wages paid to persons trained but without paid experience in the occupation.
<b>New to firm, experienced:</b>	Wages paid to journey-level or experienced persons just starting at the firm.
<b>3+ years with firm:</b>	Wages generally paid to persons with more than three years journey-level experience at firm.

Although wages are shown to nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits are shown as the percentage of employers offering each benefit to full-time and part-time employees.

### EMPLOYER REQUIREMENTS

This section presents the amount and kinds of work experience, training, and education required by surveyed employers. Also included are skills, licenses and computer software skills.

### EMPLOYMENT TRENDS

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry or experience positions in the occupation. The terms used in describing

## INTRODUCTION (continued)

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the local supply/demand situation found in the area are defined as:

- |                             |  |
|-----------------------------|--|
| <b>Very Difficult</b>       | - Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.      |
| <b>Moderately Difficult</b> | - Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. |
| <b>Not Difficult</b>        | - Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.   |

When reference is made to “all, almost all, most, many, some, or few” of the survey respondents, the following guidelines apply:

- |                             |  |
|-----------------------------|--|
| <b>All employers</b>        | - 100% of responding employers                             |
| <b>Almost all employers</b> | - 80% up to but not including 100% of responding employers |
| <b>Most employers</b>       | - 60% up to but not including 80% of responding employers  |
| <b>Many employers</b>       | - 40% up to but not including 60% of responding employers  |
| <b>Some employers</b>       | - 20% up to but not including 40% of responding employers  |
| <b>Few employers</b>        | - less than 20%  |

The size of the occupation is included in this section. The terms used to describe the size of a particular occupations refers to its estimated number of workers in the occupation. Occupational size in Merced County is measured using the following scale:

- |                   |   |
|-------------------|---|
| <b>Small</b>      | - employment less than 79                       |
| <b>Medium</b>     | - employment of 79 up to but not including 161  |
| <b>Large</b>      | - employment of 161 up to but not including 348 |
| <b>Very Large</b> | - employment of 348 or more                     |

One of the several standard terms to describe the expected growth rate for the outlook period are as follows:

- |                                 |  |
|---------------------------------|--|
| <b>Much faster than average</b> | - 29.4% or more job growth from 1997 to 2004                       |
| <b>Faster than average</b>      | - 21.6% up to but not including 29.4% job growth from 1997 to 2004 |
| <b>Average</b>                  | - 17.6% up to but not including 21.6% job growth from 1997 to 2004 |
| <b>Slower than average</b>      | - less than 17.6% job growth from 1997 to 2004                     |
| <b>Remain stable</b>            | - no change in employment from 1997 to 2004                        |

## INTRODUCTION (continued)

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The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

### Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

### Program Planning

This report provides local planners and administrators with employment, and training, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

### Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

### Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

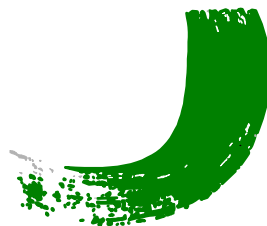
### Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

### Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a good reference to base and support these and many other decisions. To maximize the use of this information, please contact the labor market information unit at (209) 385-7324 extension 2042.



## PROGRAM METHODS

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### OCCUPATION SELECTION

The following process was used to select the occupations to be included in this program. Initially, criteria were identified by the Merced County Private Industry Training Department staff to narrow down the list of occupations to be surveyed. The criteria were:

- ❖ The occupation has a substantial employment base in the county;
- ❖ There is a substantial number of projected job openings in the county

To prepare the list, occupational forecast tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present and future employment by occupations and projected growth rates for occupations in Merced County. Using these tables, occupations that showed a strong projected growth rate and/or have a substantial employment base and are expected to have a substantial need for replacement employees were selected.

A preliminary list of occupations was developed. This list was reviewed by vocational program operators, educational institutions, labor representatives, economic development organizations, members of the Private Industry Council, employers, and Labor Market Information Division (LMID). With input from these organizations, occupations were dropped and others added until a final list of occupations to be studied was selected. Each occupation was then clearly defined to ensure that the information collected pertained to the appropriate occupation.

### TITLE & DEFINITION of OCCUPATIONS

An occupation has a name or title and a definition of a job that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. The method for classifying jobs used in this Program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's, Bureau of Labor Statistics (BLS), or the Dictionary of Occupational Titles (DOT) developed by the U.S. Department of Labor's, Employment and Training Administration. BLS uses the OES classification system nationwide to study staffing patterns within industries. The DOT is used nationwide to properly match jobs with workers.

### SURVEY SAMPLE SELECTION

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification (SIC) Manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade, which contain almost nine hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they render.

LMID staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A medical records technician would generally work for a firm classified in the health services category, whereas a general office clerk may be scattered across several industries – health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by PITD staff and employers were added and deleted, as appropriate, to obtain a sample of 40 employers.

### SURVEY PROCEDURES

PITD used the following survey procedures:

- ❖ Staff began by attempting to obtain the phone numbers for each employer on the finalized list of employers proposed for study. Some employers were eliminated from the list at this time because they were no longer in business or a local address or phone number could not be verified without extraordinary efforts.
- ❖ Employers were then called to verify company name and address, verify the existence of the occupation at the company, obtain the name of a contact person, describe the study, and encourage participation. Employers were eliminated from the list at this point if they did not employ in that occupation.
- ❖ Employers willing to participate in the survey were encouraged to complete the questionnaire during the initial contact by phone. They were read the questionnaire over the phone. If that was not a convenient time, employers willing to complete the questionnaire were called back at a time they designated, or sent a survey by mail or fax, or a personal visit was made.
- ❖ Employers not responding after ten working days of mailing a questionnaire were again contacted by phone to encourage them to return the questionnaire and again given the opportunity to complete the questionnaire by telephone.
- ❖ All surveys were reviewed by the PITD Coordinator to ensure accuracy and completeness. Employers were contacted if the answer(s) was unclear or conflicted with other answers or information obtained about the occupation.
- ❖ If a sufficient number of responses could not be obtained in a reasonable time with the finalized list of up to 40 employers, additional employers were added to the list based on knowledge of local firms, the firms listed in the Yellow Pages, or the firms listed with the Chamber of Commerce.
- ❖ In addition to contacting employers, the PITD staff contacted labor unions, employment agencies, training providers, etc. to learn about a specific occupation.

### TABULATION AND RESULTS

The survey responses were entered into a database and tabulations were produced. From those tabulations the data were analyzed and the final occupational summaries were prepared by an experienced PITD staff. Each occupational summary provides information on training and hiring requirements, size of the occupation, employment trends, supply/demand assessment, wages and fringe benefits and other information. Specific employer information is and will remain confidential.



## HIGHLIGHTS OF 2000 LABOR MARKET STUDY

OCCUPATION	SIZE OF OCCUPATION	EMPLOYMENT TRENDS (1995-2000 Job Growth)	SUPPLY/DEMAND ASSESSMENT New hires, No exp. New Hires, Exp.	Median Hourly Wage (Non-Union) New hire, No Exp. New Hire, Exp. 3+ years w/Firm	BENEFITS Full-time Employees
Automotive Body & Related Repairers	150 Medium	20.0% Average	Inexp: MD Exp: MD	\$5.75 \$10.00 \$14.00	VMD
Automotive Mechanics	290 Large	10.7% Slower than average	Inexp: MD Exp: MD	\$6.00 \$8.00 \$11.00	BSRMDEL
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers	810 Very Large	7.4% Slower than average	Inexp: ND Exp: MD	\$7.00 \$8.50 \$12.00	VSRMDE
Combined Food Preparation and Service Workers	1,170 Very Large	35.0% Much faster than average	Inexp: ND Exp: ND	\$5.75 \$6.00 \$8.00	—
Cooks - Short Order	50 Small	20.0% Average	Inexp: ND Exp: MD	\$6.00 \$7.00 \$9.00	VM
Dental Assistants	180 Large	11.1% Slower than average	Inexp: ND Exp: ND	\$8.00 \$8.00 \$9.25	VSRMD
Dental Hygienists	20 Small	50.0% Much faster than average	Inexp: ND Exp: ND	\$31.38 \$31.25 \$35.00	—
Drafters	70 Small	28.6% Faster than average	Inexp: VD Exp: MD	\$8.50 \$10.35 \$14.00	VRML
Drywall Installers	100 Medium	30.0% Much faster than average	Inexp: MD Exp: VD	\$7.00 \$8.00 \$10.00	VSRMD
First Line Supervisors and Manager/ Supervisors – Production and Operating Workers	260 Large	42.3% Much faster than average	Inexp: ND Exp: MD	\$12.01 \$12.01 \$14.90	VSRMDEL
<b>Size of Occupation</b>  Small – Less than 71 Medium – 71 to 142 Large = 143 to 302 Very Large – more than 302	<b>Employment Trends</b>  Much faster than average = 25.7% or more Faster than average = 18.8% to but < 25.7% Average = 15.4% to but < 18.8% Slower than average = less than 15.4%		<b>Supply/Demand Assessment</b>  VD = Very Difficult MD = Moderately Difficult ND = Not difficult	<b>Benefits</b> (Provided by 50% or more employers) V = Vacation S = Sick Leave R = Retirement Plan L = Life Ins. D = Dental Ins. E = Vision Ins M = Medical Ins.	

## HIGHLIGHTS OF 2000 LABOR MARKET STUDY

OCCUPATION	SIZE OF OCCUPATION	EMPLOYMENT TRENDS (1995-2000 Job Growth)	SUPPLY/DEMAND ASSESSMENT New hires, No exp. New Hires, Exp.	Median Hourly Wage (Non-Union) New hire, No Exp. New Hire, Exp. 3+ years w/Firm	BENEFITS Full-time Employees
Hotel Desk Clerks	60 Small	16.7% Slower than average	Inexp: MD Exp: MD	\$5.75 \$6.25 \$7.00	—
Industrial Truck and Tractor Operators	190 Large	5.3% Slower than average	Inexp: ND Exp: MD	\$6.50 \$9.00 \$10.00	VSRMDL
Loan Officers and Counselors	60 Small	0.0% Remain stable	Inexp: ND Exp: MD	\$7.00 \$9.61 \$12.00	VSRMDEL
Machinists	40 Small	25.0% Faster than average	Inexp: ND Exp: MD	\$6.00 \$9.00 \$12.00	VM
Packaging and Filling Machine Operators and Tenders	320 Large	3.1% Slower than average	Inexp: ND Exp: ND	\$7.25 \$7.50 \$9.00	VSRMDEL
Production Inspectors, Testers, Graders, Sorters, Samplers and Weighers	190 Large	0.0% Remain stable	Inexp: ND Exp: MD	\$7.81 \$9.07 \$13.00	VSRMDEL
Respiratory Care Practitioners	40 Small	25.0% Faster than average	Inexp: MD Exp: MD	\$14.08 \$15.00 \$17.50	VSRMDEL
Salespersons – Retail (Except Vehicle Sales)	1,350 Very large	18.5% Average	Inexp: ND Exp: ND	\$5.75 \$6.00 \$8.50	VSRMD
Veterinary Technicians and Technologists	20 Small	0.0% Remain stable	Inexp: MD Exp: MD	\$5.88 \$8.00 \$10.00	VSRMD
Weighers, Measures, Checkers and Samplers - Recordkeeping	50 Small	0.0% Remain stable	Inexp: ND Exp: ND	\$6.88 \$7.00 \$9.00	VSRMDL
<u>Size of Occupation</u>  Small – Less than 71 Medium – 71 to 142 Large = 143 to 302 Very Large – more than 302	<u>Employment Trends</u>  Much faster than average = 25.7% or more Faster than average = 18.8% to but < 25.7% Average = 15.4% to but < 18.8% Slower than average = less than 15.4%		<u>Supply/Demand Assessment</u>  VD = Very Difficult MD = Moderately Difficult ND = Not difficult	<u>Benefits</u> (Provided by 50% or more employers) V = Vacation      S = Sick Leave R = Retirement Plan      L = Life Ins. D = Dental Ins.      E = Vision Ins. M = Medical Ins.	





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## **OCCUPATIONAL SUMMARIES**

# ACCOUNTANTS & AUDITORS

OES Code: 211140

Surveyed: 1998

15 Firms Responded—49 Employees—10 New Hires

## DESCRIPTION

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

## Related DOT Titles

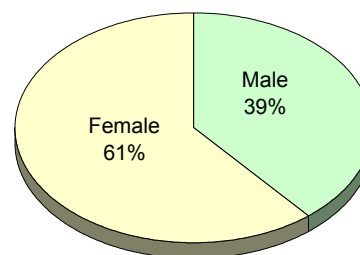
Title	DOT Code
Accountant, Tax	160.162-010
Accountant	160.162-018
Auditor	160.167-054
Cost Accountant	160.167-018

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced and inexperienced applicants somewhat difficult. Suggesting demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Almost all positions filled over the last 12 months were from turnover. The three most successful recruitment methods for employers are newspaper ads, employees' referrals, and public schools.

### Gender



### Where the Jobs Are

#### SIC Industry

833	Accounting, Auditing, & Bookkeeping
903	Local Government, Ex Hospital/Education
275	Commercial Printing
833	Job Training and Related Services

### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Slower than average

Job Growth	12.5%	Forecast
Openings	20	1997 160
Separations	20	2004 180

Most employers report the same level of employment as last year; some report an increase. Most employers expect employment to grow over the next three years.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Problem solving skills
- Verbal presentation skills
- Ability to use accounting software
- Certified Public Accountant (CPA)
- Government accounting skills
- Estate planning skills

- Business math skills
- Ability to write effectively
- Tax accounting skills
- Ability to conduct an audit
- Cost accounting skills
- Financial planning skills

#### Personal

- Ability to work independently
- Customer service skills

- Ability to work under pressure
- Willingness to work with close supervision

#### Basic

- Oral communication skills
- Ability to write legibly

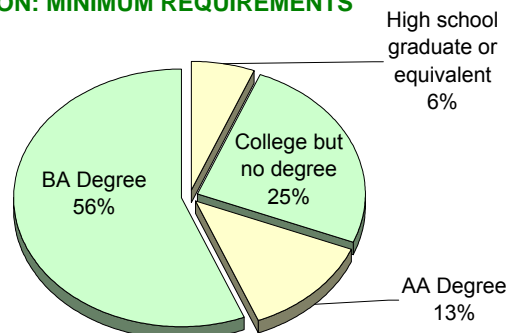
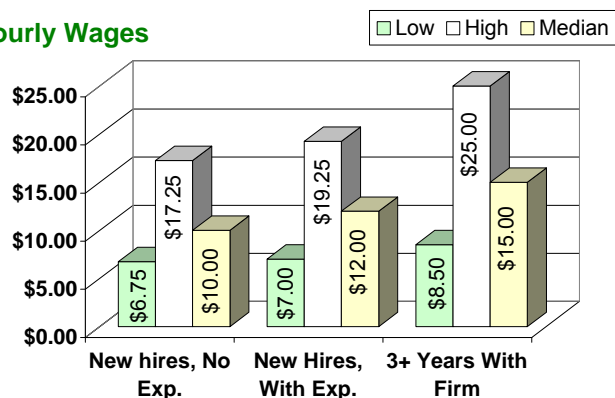
- Ability to read and follow instructions

**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Most employers usually or always require work experience of applicants. Some employers never require work experience. Work experience suggested by employers is 12 to 36 months as an Accountant or CPA.

Most employers may allow training to substitute for work experience. Training suggested by employers is a Bachelors Degree in Accounting and CPA license or an Associate Degree in Accounting.

Almost all employers seek computer skills in word Processing and spreadsheet software. Some seek computer skills in database software. Few seek desk top publishing skills.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Almost all of the positions are full-time, with employees working 35 to 45 hours/week. Few are part-time, with employees working 25 to 32 hours/week. Few are seasonal with employees working 8 to 40 hour/week.

**Benefits**

	Full-time	Part-time
Vacation	100%	6%
Sick Leave	81%	6%
Retirement Plan	69%	13%
Medical Insurance	100%	13%
Dental Insurance	63%	0%
Vision Insurance	69%	6%
Life Insurance	50%	0%

**OTHER**

Most employers provide promotional opportunities into occupations such as Partner, Controller, or Asst. Controller, or a Management position.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP):** 8  
Over 4 years up to and including 10 years)

**General Education Development (GED)**

Reasoning Development ..... 5  
Mathematical Development ..... 5  
Language Development..... 5

**Aptitudes:**

G-Intelligence ..... 2      K-Motor Coordination.....4  
V-Verbal aptitude ..... 2      F-Finger Dexterity .....4  
N-Numerical Aptitude .... 2      M-Manual Dexterity .....4  
S-Spatial Aptitude ..... 4      E-Eye/Hand/Foot Coordination ....5  
P-Form Perception ..... 4      C-Color Discrimination .....5  
Q-Clerical Perception .... 2

**GOE Code:** 11.06.01

**California Occupational Guide #1**

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# ASSEMBLERS & FABRICATORS

- EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, & PRECISION

OES Code: 939560

Surveyed: 1998

17 Firms Responded—335 Employees—231 New Hires

## DESCRIPTION

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of tools, power tools and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a nonprecision nature. Please do not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

### Related DOT Titles

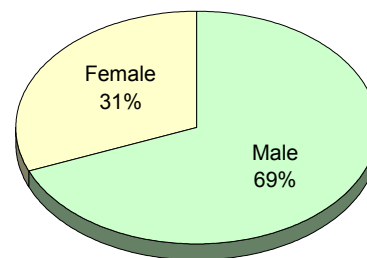
Title	DOT Code
Assembler	701.687-010
Assembler, Production Line	714.684-010
Furniture Assembler	763.684-038
Hand Laminator	763.684-050

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is considerably greater than the supply of experienced applicants. Employers often cannot find qualified applicants when an opening exists. For inexperienced applicants, employer demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Most employment opportunities are generated through turnover; some from growth. The top three most successful recruitment methods for employers is newspaper ads, employees' referrals, and walk-in applicants.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Much faster than average

### Where the Jobs Are

SIC	Industry
872	Accounting, Auditing, & Bookkeeping
903	Local Government, Ex Hospital/Education
275	Commercial Printing
833	Job Training and Related Services

Job Growth	80.8%	Forecast
Openings	420	1997 520
Separations	110	2004 940

Many employers report growth in occupational employment over the last 12 months; some report stability; and few report a decline. Over the next 2 years, many employers expect growth at their firm; many expect stability.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to perform assembly work  
Ability to use hand tools  
Ability to do arithmetic using fractions and decimals  
Soldering skills

Ability to use and read a tape measure  
Ability to operate power hand tools  
Ability to read working drawings  
Ability to read blueprints

#### Physical

Ability to stand continuously for 2 or more hours  
Manual dexterity  
Possession of good coordination

Good eye-hand coordination  
Ability to lift at least 50 lbs. repeatedly

#### Personal

Ability to perform routine, repetitive work  
Ability to work independently  
Possession of mechanical aptitude

Ability to follow instructions  
Willingness to work with close supervision

#### Basic

Ability to read and follow instructions  
Ability to write legibly

Basic math skills

# ASSEMBLERS & FABRICATORS

OES Code: 939560

- EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, & PRECISION

17 Firms Responded—335 Employees—231 New Hires

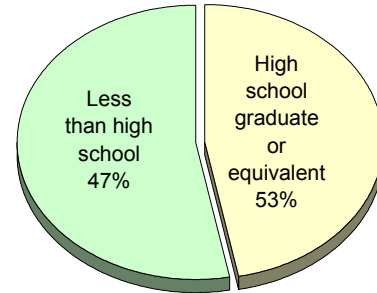
OES Code: 939560

## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required
Work experience required	12%	76%	12%
Other occupational	50%	50%	NA
Other experience: (* 4 employers responded, average 6 months): Wood shop skills, any occupation			

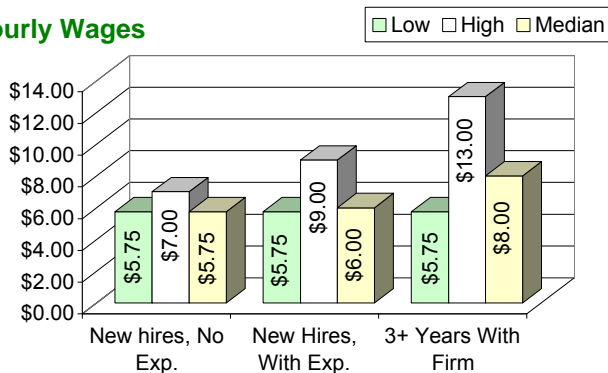
Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	38%	63%	NA
Technical or Vocational Training required	0%	100%	0%
Type of acceptable training: (* 4 employers responded, average 9 months): No response to this question.			

## EDUCATION: MINIMUM REQUIREMENTS



## BENEFITS & WAGES

### Hourly Wages



### Benefits:

	Full-time	Part-time
Vacation	71%	0%
Sick Leave	12%	0%
Retirement Plan	35%	0%
Medical Insurance	59%	0%
Dental Insurance	24%	0%
Vision Insurance	18%	0%
Life Insurance	41%	0%
Child Care	0%	0%

Almost all of the positions are full-time, with employees working 32 to 40 hours/week. Few positions are part-time, with employees working 10 to 30 hours/week. All employers have a day shift, few have swing or graveyard shifts.

### OTHER

Almost all employers provide promotional opportunities into occupations such as Foreman, Lead Person, Truck Driver, Forklift Driver, Production Supervisor, or Asst. Manager.

## ASSESSMENT CODES

### Specific Vocational Preparation (SVP): 2

(Anything beyond short demo up to and including 30 days)

### General Education Development (GED)

Reasoning Development ..... 2  
Mathematical Development ..... 1  
Language Development..... 1

### Aptitudes:

G-Intelligence ..... 4  
V-Verbal aptitude ..... 4  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 4  
Q-Clerical Perception .... 3  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 4  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 5

GOE Code: 06.04.22

California Occupational Guide #47

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# AUTOMOTIVE BODY & RELATED REPAIRERS

OES Code: 853050

Surveyed: 2000

15 Firms Responded - 100 Employees - 22 New Hires

## DESCRIPTION

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

### Related DOT Titles

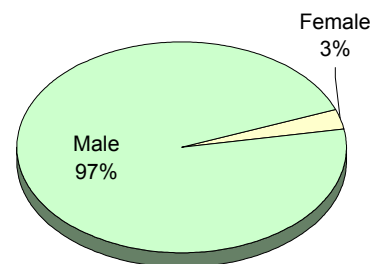
Title	DOT Code
Automobile Body Repairer	807.381-010
Frame Repairer	807.381-018
Paint Sprayer, Sandblaster	845.381-018

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than supply of experienced and inexperienced applicants, although almost all employer do not hire the inexperienced applicant. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Many employment opportunities are generated through growth; many are from turnover also. The top three most successful recruitment methods for employers are walk-in applicants, employee referrals, and newspaper ads.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Average

Job Growth	20.0%	Forecast	
Openings	30	1997	150
Separations	40	2004	180

Most employers report growth in occupational employment over the last 12 months; and many report stability. Over the next 2 years, most employers expect growth at their firm; many expect stability.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to operate power hand tools  
Ability to install vehicle glass  
Masking skills

Ability to apply various painting techniques and skills  
Welding skills  
Skilled in working with fiberglass

#### Physical

Ability to tolerate dust and paint fumes  
Ability to lift at least 70 lbs. repeatedly

Possession of good color perception

#### Personal

Ability to work independently  
Ability to provide own hand tools

Willingness to work with close supervision

#### Basic

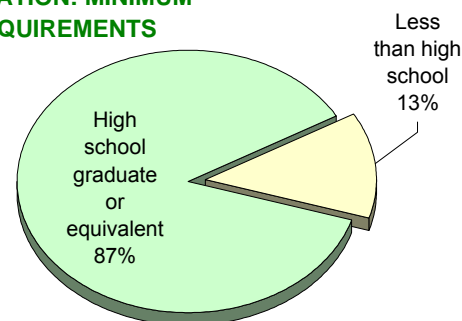
Ability to read and follow instructions  
Ability to write legibly

Oral communication skills  
Basic math skills

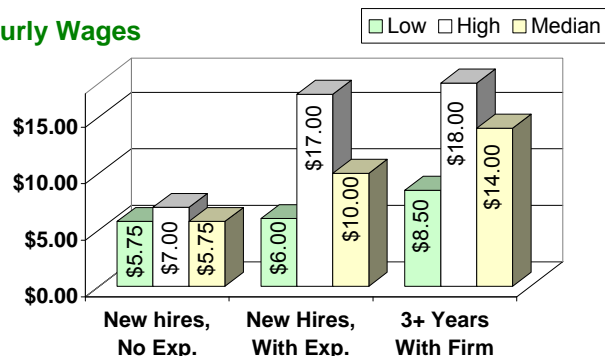
**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 30 months)	80%	7%	13%
Other occupational experience accepted*	7%	93%	NA
Other experience: (*14 employers responded, 36 average months): Auto Mechanic			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	43%	57%	NA
Technical or Vocational Training required	27%	67%	7%
Type of training: (*14 employers responded, 14 average months): Auto Body Repair, Technical Training			

**EDUCATION: MINIMUM REQUIREMENTS****Computer Software**

Few employer seek applicants with word processing and database skills.

**BENEFITS & WAGES****Hourly Wages****Benefits— Full-time employees**

	1	2	3	4
Vacation	67%	0%	7%	27%
Sick Leave	40%	0%	7%	53%
Retirement Plan	27%	0%	13%	60%
Medical Insurance	67%	0%	0%	33%
Dental Insurance	33%	0%	20%	47%
Vision Insurance	20%	0%	20%	60%
Life Insurance	27%	0%	13%	60%
Child Care	0%	0%	7%	93%

1= Employer Pays All

3=Employee Pays All

2=Share Cost

4=Not Provided

Almost all positions are full-time, with employees working 40 hours/week. Few positions are part-time, with employees working 10 to 30 hours/week. Employers only have a day shift for employees.

**OTHER**

Many employers provide promotional opportunities into occupations such as Journeyman, Supervisor, or Assistant Manager.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 7**  
(Over 2 years up to and including 4 years)

**General Education Development (GED)**

Reasoning Development ..... 3  
Mathematical Development ..... 3  
Language Development..... 3

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 4  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 3  
P-Form Perception ..... 3  
Q-Clerical Perception .... 4  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 3  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 4

GOE Code: 05.05.06

California Occupational Guide #68

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS



# AUTOMOTIVE MECHANICS

OES Code: 853020

Surveyed: 2000

16 Firms Responded - 124 Employees - 32 New Hires

## DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

## Related DOT Titles

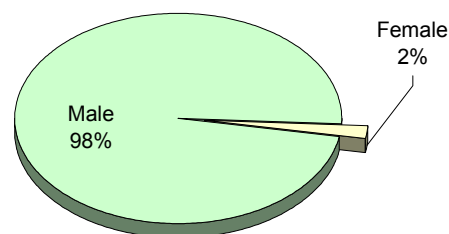
Title	DOT Code
Automobile Mechanic	620.261-010
Air Conditioning Mechanic	620.281-010
Brake Repairer	620.281-026
Transmission Mechanic	620.281-062

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Most employment opportunities are generated through turnover; some are from growth. The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and walk-in applicants.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Slower than average

Job Growth	10.3%	Forecast	
Openings	30	1997	290
Separations	60	2004	320

Most employers report stability in occupational employment over the previous 12 months; some report growth. Over the next 24 months, most employers expect stability at their firm; some expect growth; and few expect a decline in employment

### Where the Jobs Are

SIC	Industry
551	New & Used Car Dealers
553	Auto & Home Supply Stores
753	Automotive Repair Shops

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Ability to implement safe work practices
- Ability to tune up engines
- Ability to repair fuel injection systems
- Ability to repair vehicle air conditioners
- Ability to repair emission controls
- Certified in air conditioning maintenance and repair
- Front end alignments skills
- Certified as a Smog Control Mechanic
- Gas welding skills

- Ability to repair brakes
- Possession of a valid driver's license
- Ability to repair vehicle heaters
- Ability to operate electronic auto diagnostic equipment
- Certified in Automotive Service Excellence (ASE)
- Ability to repair carburetors
- Possession of a Brake Check Certificate
- Arc welding skills

#### Personal

- Possession of a valid driver's license
- Ability to work with close supervision

- Ability to work independently

#### Basic

- Ability to read and follow instructions
- Ability to write legibly

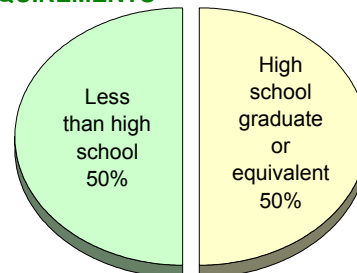
- Oral communication skills
- Basic math skills



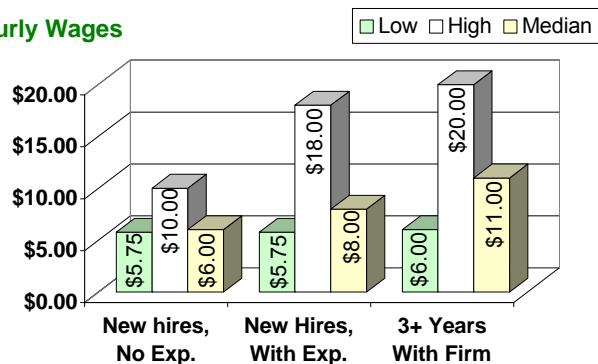
**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 22 months)	69%	25%	6%
Other occupational experience accepted*	50%	50%	NA
Other experience: (*12 employers responded, 18 average months): Auto Body Repairer, or Farm Machinery Mechanic			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	72%	25%	NA
Technical or Vocational Training required	19%	75%	6%
Type of training: (*12 employers responded, 8 average months): Mechanic courses, or engine/air conditioning training			

**EDUCATION: MINIMUM REQUIREMENTS****Computer Software**

Few employers seek applicants with word processing software skills. Many employers seek applicants with experience on TIS2000, Windows 98, or Honda system software skills.

**BENEFITS & WAGES****Hourly Wages****Benefits— Full-time employees**

	1	2	3	4
Vacation	56%	0%	19%	25%
Sick Leave	44%	0%	25%	31%
Retirement Plan	56%	0%	25%	19%
Medical Insurance	75%	0%	6%	19%
Dental Insurance	44%	0%	25%	31%
Vision Insurance	25%	0%	25%	50%
Life Insurance	31%	0%	25%	44%
Child Care	0%	0%	25%	75%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Almost all positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 20 to 32 hours/week. All employers have a day shift and few have a swing shift.

**OTHER**

Most employers provide promotional opportunities into occupations such as Lead Mechanic, Management, Service Advisor, or Assistant Manager.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 7**  
(Over 2 years up to and including 4 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development..... 3

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 2  
P-Form Perception ..... 3  
Q-Clerical Perception .... 4  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 3  
M-Manual Dexterity ..... 2  
E-Eye/Hand/Foot Coordination .... 4  
C-Color Discrimination ..... 4

GOE Code: 05.05.09

California Occupational Guide #24

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# BAKERS - BREAD & PASTRY

OES Code: 650210

Surveyed: 1999

15 Firms Responded - 90 Employees - 21 New Hires

## DESCRIPTION

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as a specialty baked goods.

## Related DOT Titles

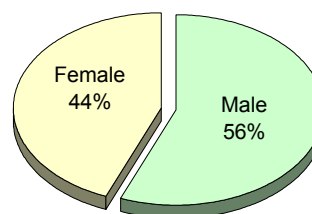
Title	DOT Code
Baker, Second	313.361-010
Pie Maker	313.361-038
Baker	313.381-010
Cook, Pastry	313.381-026

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job seeking. Almost all employers report the same occupational size as last year; some report growth. The three most successful recruitment methods for employers are walk-in applicants, employees' referrals, and newspaper ads.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Average

Growth Rate: Much faster than average

### Where the Jobs Are

SIC	Industry
531	Department Stores
541	Grocery Stores
546	Retail Bakeries

Job Growth	30.8%	Forecast	
Openings	40	1997	130
Separations	30	2004	170

Most of the positions filled over the last 12 months were from promotions, turnover, or temporary positions; few were from growth. Over the next 24 months, many employers expect employment at their firm to remain stable, many also expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to perform basic mathematical computations	Knowledge of pastry making
Pastry decorating skills	Knowledge of baking equipment

#### Physical

Ability to stand for prolonged periods	Ability to lift at least 25 lbs.
Pass pre-employment medical examination	

#### Personal

Ability to work under pressure	Willingness to work with close supervision
--------------------------------	--

#### Basic

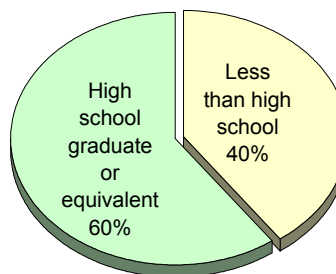
Ability to read and follow instructions	Oral communication skills
Ability to write legibly	

## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required
Work experience required	27%	47%	27%
Other occupational experience accepted	0%	100%	NA
Other experience: NA			

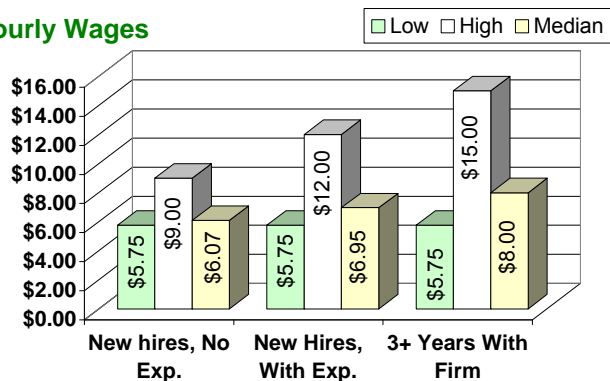
Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	38%	63%	NA
Technical or Vocational Training required	0%	100%	0%
Type of acceptable training: No response from employers.			

## EDUCATION: MINIMUM REQUIREMENTS



## BENEFITS &amp; WAGES

## Hourly Wages



## Benefits:

	Full-time	Part-time
Vacation	60%	40%
Sick Leave	47%	33%
Retirement Plan	33%	27%
Medical Insurance	47%	40%
Dental Insurance	47%	27%
Vision Insurance	40%	27%
Life Insurance	40%	33%
Child Care	0%	0%

Most of the positions are full-time, with employees working 40 hours/week. Some positions are part-time, with employees working 20 to 35 hours/week. Almost all employers have a day shift, most have a swing shift, few have a graveyard shift, and some have varied shifts.

## OTHER

Most employers provide promotional opportunities into occupations such as Supervisor, Assistant Manager, Bakery Manager, or Cook.

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 6**  
(Over 1 year up to and including 2 years)

**General Education Development (GED)**

Reasoning Development ..... 3  
Mathematical Development ..... 2  
Language Development..... 2

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 4  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 3  
P-Form Perception ..... 3  
Q-Clerical Perception .... 4  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 4  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 4

GOE Code: 05.10.08

California Occupational Guide #330

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# BILLING, COST, & RATE CLERKS

OES Code: 553440

Surveyed: 1999

18 Firms Responded - 71 Employees - 24 New Hires

## DESCRIPTION

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Please do not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, do not include workers who calculate charges for passenger transportation.

## Related DOT Titles

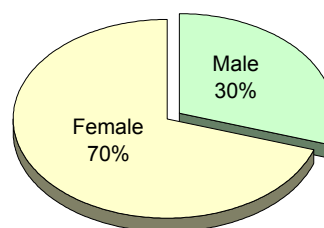
Title	DOT Code
Payroll Clerk	215.482-010
Billing Clerk	214.362-042
Billing-Control Clerk	214.387-010
Documentation-Billing Clerk	214.362-014

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job seeking. Almost all of the positions filled over the last 12 months were from turnover/separations; few were from promotion, growth, or temporary positions. The three most successful recruitment methods for employers are newspaper ads, other, and walk-in applicants.

### Gender



### Where the Jobs Are

SIC	Industry
201	Meat Products
203	Preserved Fruits & Vegetables
515	Farm-Product Raw Materials
551	New & Used Car Dealers
736	Personnel Supply Services
801	Offices & Clinics of Medical Doctors
804	Offices of Other Health Practitioners
806	Hospitals

### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Slower than average

Job Growth	11.1%	Forecast
Openings	10	1997 90
Separations	10	2004 100

Almost all employers report the same occupational size as last year; few report a decline or growth. Over the next 2 years, most employers expect employment at their firm to remain stable; some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to follow billing procedures	Alphabetic and numeric filing skills
Record keeping skills	Telephone answering skills
Ability to write effectively	Bookkeeping skills
Ability to operate a 10-key adding machine by touch	Data entry skills
Ability to type at least 45 wpm	Statistical typing skills

#### Physical

Ability to stand continuously for 2 or more hours

#### Personal

Ability to work independently

Willingness to work with close supervision

#### Basic

Ability to read and follow instructions	Oral communication skills
Ability to write legibly	Basic math skills

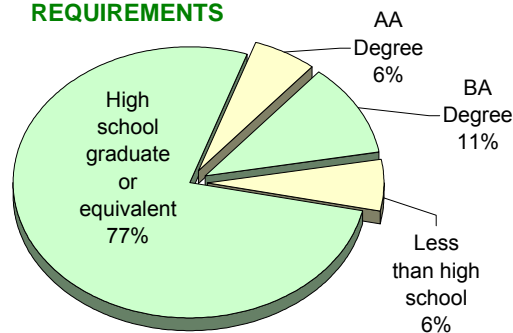
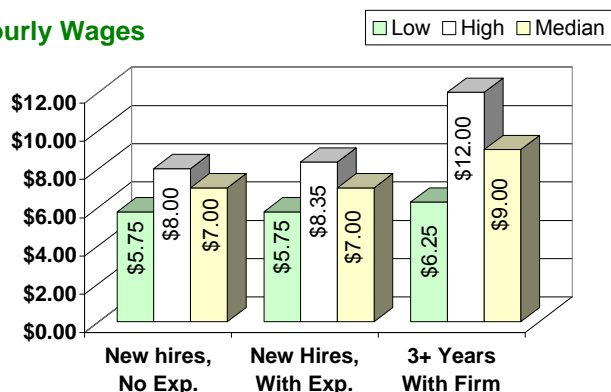
**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required
Work experience required	21%	79%	NA
Other occupational experience accepted*	11%	83%	6%

Other experience: (\*14 employers responded, average of 12 months) Accounting, Clerical positions, Medical Billing, Insurance Billing, Computer experience, Customer Service.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	21%	79%	NA
Technical or Vocational Training required	11%	83%	6%

Type of acceptable training: (\*14 employers responded, average 8 months) Accounting, computer training, business/billing courses.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages****Benefits:**

	Full-time	Part-time
Vacation	83%	6%
Sick Leave	65%	6%
Retirement Plan	67%	0%
Medical Insurance	72%	0%
Dental Insurance	65%	6%
Vision Insurance	33%	0%
Life Insurance	39%	0%
Child Care	0%	0%

Almost all of the positions are full-time, with employees working 40 hours/week. Few positions are part-time, with employees working 20 to 30 hours/week. Few positions are temporary, with employees working 40 hours/week. All of the positions were day shift.

**OTHER**

Many employers provide promotional opportunities into occupations such as Office Manager, Senior Account Clerk, Management, or Medical Records Technician.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 4**  
(Over 3 months up to and including 6 months)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development..... 3

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 3  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 4  
Q-Clerical Perception .... 2  
K-Motor Coordination ..... 2  
F-Finger Dexterity ..... 3  
M-Manual Dexterity ..... 4  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 4

GOE Code: 07.02.04

California Occupational Guide #NA

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# BOOKKEEPING, ACCOUNTING, & AUDITING CLERKS, INCLUDING BOOKKEEPERS

OES Code: 553380

Surveyed: 2000

19 Firms Responded - 81 Employees - 29 New Hires

## DESCRIPTION

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and posting pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines.

### Related DOT Titles

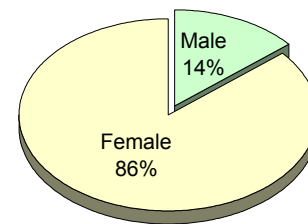
Title	DOT Code
Audit Clerk	210.382-010
Bookkeeper	210.382-014
Collection Clerk	216.362-014
Accounting Clerk	216.482-010

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding experienced applicants at times and applicants may find little competition in their job search. For inexperienced applicants, the supply is considerably greater than demand, creating a very competitive job market for applicants. Almost all employment opportunities are generated through turnover; few are from growth. The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and the Employment Development Department.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large  
Growth Rate: Slower than average

### Where the Jobs Are

SIC	Industry
152	Residential Building Construction
551	New & Used Car Dealers
801	Offices & Clinics of Medical Doctors
821	Elementary & Secondary Schools
903	Local Government, Except Hosp. & Ed.

Job Growth	7.4%	Forecast	
Openings	60	1997	810
Separations	100	2004	870

Almost all employers report stability in occupational employment over the last 12 months; and few report growth. Over the next 2 years, most employers expect stability at their firm; some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Accounting skills
- Ability to operate 10-key adding machine by touch
- Ability to write effectively
- Payroll processing skills
- Ability to use database software
- Ability to conduct an audit

- Bookkeeping skills
- Telephone answering skills
- Ability to use spreadsheet software
- Ability to use word processing software
- Bondable

#### Personal

- Ability to pay attention to detail
- Ability to work independently
- Public contact skills

- Ability to perform routine, repetitive work
- Willingness to work with close supervision

#### Basic

- Ability to read and follow instructions
- Ability to write legibly

- Oral communication skills
- Basic math skills



# BOOKKEEPING, ACCOUNTING, & AUDITING CLERKS, INCLUDING BOOKKEEPERS

OES Code: 853020

19 Firms Responded - 81 Employees - 29 New Hires

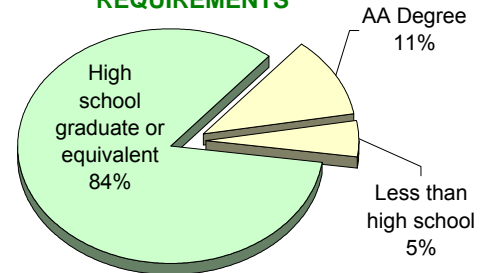
Surveyed: 2000

## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 26 months)	89%	11%	0%
Other occupational experience accepted*	29%	71%	NA
Other experience: (*17 employers responded, 17 average months): Secretary/Receptionist, Management, Recordkeeping			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	59%	41%	NA
Technical or Vocational Training required	21%	68%	11%
Type of training: (*17 employers responded, 19 average months): Bookkeeping/Computers, Accounting courses.			

### EDUCATION: MINIMUM REQUIREMENTS

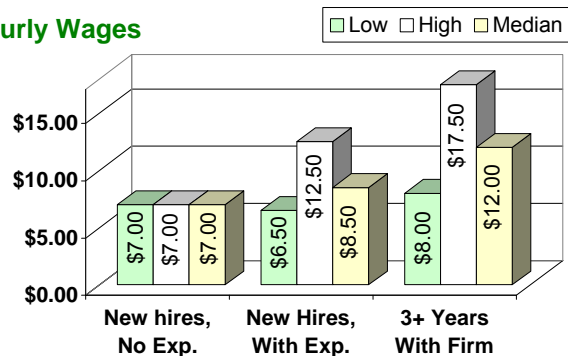


### Computer Software

Most employers seek applicants with word processing skills; many seek spreadsheet skills; and few seek database skills. Few employers also seek applicants with Quick Book or Expedition software skills.

## BENEFITS & WAGES

### Hourly Wages



### Benefits- Full-time employees

	1	2	3	4
Vacation	89%	0%	0%	11%
Sick Leave	68%	0%	5%	26%
Retirement Plan	79%	0%	5%	16%
Medical Insurance	89%	0%	11%	0%
Dental Insurance	68%	0%	11%	21%
Vision Insurance	47%	0%	11%	42%
Life Insurance	32%	0%	11%	58%
Child Care	5%	0%	11%	84%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Almost all positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 16 to 35 hours/week. All employers have a day shift; few have a swing or graveyard shift.

### OTHER

Most employers provide promotional opportunities into occupations such as Office Manager, Accountant, Account Technician, or a Management position.

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 6**  
(Over 1 year up to and including 2 years)

### General Education Development (GED)

Reasoning Development ..... 4  
Mathematical Development ..... 4  
Language Development..... 3

### Aptitudes:

G-Intelligence ..... 3  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 2  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 3  
Q-Clerical Perception .... 2  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 3  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 5

GOE Code: 07.02.01

California Occupational Guide #26

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# BUS DRIVERS - SCHOOL

OES Code: 971110

Surveyed: 1998

15 Firms Responded - 240 Employees - 101 New Hires

## DESCRIPTION

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

## Related DOT Titles

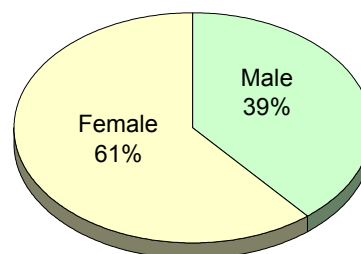
Title	DOT Code
Bus Driver	913.463-010

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced and inexperienced applicants somewhat difficult. Suggesting demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Almost all positions filled over the previous 12 months were from growth and few were from turnover or temporary positions.

### Gender



### Where the Jobs Are

SIC	Industry
415	School Buses
821	Elementary & Secondary Schools

### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Average

Job Growth	20.0%	Forecast	
Openings	50	1997	250
Separations	30	2004	300

Most employers report the same level of employment as last year; some report an increase. Most employers expect employment to remain stable over the next three years; some expect growth due to increased student enrollment.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Automotive maintenance and minor repair skills
- Tire changing skills
- Ability to perform CPR

- Ability to administer first aid
- Map reading skills
- Possession of a valid Class C driver's license

#### Personal

- Ability to handle crisis situations
- Ability to work independently
- Possession of good DMV driving record

- Willingness to work with close supervision
- Ability to work under pressure
- Ability to exercise patience

#### Basic

- Oral communication skills
- Ability to write legibly

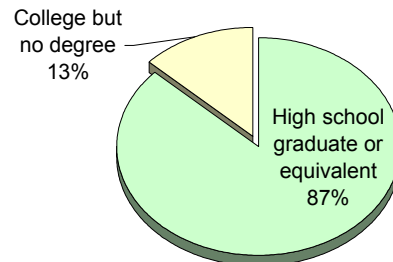
- Ability to read and follow instructions
- Basic math skills



**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Many employers never require work experience of applicants. Many employers sometimes or usually require work experience. Work experience suggested by employers is 8 to 12 months as a Bus Driver, 12 months as a Custodian, or 12 months as a Bus Mechanic with a Bus Driver Certificate.

Some employers always allow training to substitute for work experience and most sometimes or usually allow training to substitute for work experience. Employers suggest the required California School Bus Drivers Certificate, School Pupil Activity Bus Certificate, and/or a Youth Gus Certificate as well as a first-aid test, all exams are administered by the California Highway Patrol. Forty hours of training (20 hours of classroom training and 20 hours of instruction behind the wheel) must be completed by the applicant to qualify to take the exam.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	\$6.76	\$10.49	\$9.70
New Hire, W/Exp.	\$6.76	\$10.82	\$10.19
3+ Years W/Firm	\$9.00	\$11.50	\$11.09

**Hourly Wages - NonUnion**

	Low	High	Median
New Hire, No Exp.	\$6.76	\$10.49	\$9.70
New Hire, W/Exp.	\$6.76	\$10.82	\$10.19
3+ Years W/Firm	\$9.00	\$11.50	\$11.09

**Benefits**

	Full-time	Part-time
Vacation	100%	7%
Sick Leave	87%	7%
Retirement Plan	87%	0%
Medical Insurance	93%	0%
Dental Insurance	93%	0%
Vision Insurance	93%	0%
Life Insurance	20%	0%
Child Care	0%	0%

Most to the positions are full-time, with employees working 30 to 40 hours/week. Some positions are part-time, with employees working 10 to 25 hours/week. Few are seasonal, with employees working 8 hours/week.

**OTHER**

Most employers provide promotional opportunities into occupations such as Transportation Manager, Manager, Certified Bus Driver Trainer/Instructor, Scheduler, Custodian, or Bus Mechanic.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 4**  
(Over 3 months up to and including 6 months)

**General Education Development (GED)**

Reasoning Development .....	3
Mathematical Development .....	2
Language Development.....	2

**Aptitudes:**

<b>G</b> -Intelligence .....	3	<b>K</b> -Motor Coordination.....	3
<b>V</b> -Verbal aptitude .....	3	<b>F</b> -Finger Dexterity .....	4
<b>N</b> -Numerical Aptitude ....	4	<b>M</b> -Manual Dexterity .....	3
<b>S</b> -Spatial Aptitude .....	3	<b>E</b> -Eye/Hand/Foot Coordination ....	3
<b>P</b> -Form Perception .....	4	<b>C</b> -Color Discrimination .....	4
<b>Q</b> -Clerical Perception ....	4		

GOE Code: 09.03.01

California Occupational Guide #2

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# CABINETMAKERS & BENCH CARPENTERS

OES Code: 893110

Surveyed: 1998

8 Firms Responded - 62 Employees - 19 New Hires

## DESCRIPTION

Cabinetmakers and Bench Carpenters cut, shape, and assemble wooden articles, such as store fixtures, office equipment, cabinets, and high grade furniture. They set up and operate a variety of machines, such as power saws, jointers, mortises, tenoners, molders, and shapers to cut and shape parts from wood stock.

## Related DOT Titles

Title	DOT Code
Cabinetmaker	660.280-010
Cabinetmaker Apprentice	660.280-014

## EMPLOYMENT TRENDS

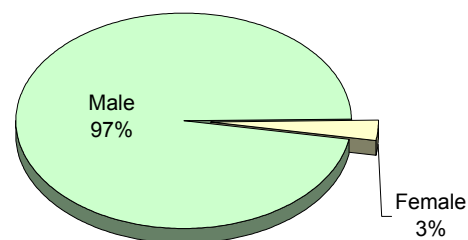
### Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. For inexperienced applicants, employers report worker supply is somewhat larger than demand for qualified applicants and applicants may experience competition in job seeking. Most positions filled during the previous 12 months were from growth; some were from turnover. The three most successful recruitment methods for employers are employees' referrals, hire unsolicited applicants, and in-house promotions or transfers.

### Where the Jobs Are

SIC	Industry
254	Partitions & Fixtures

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Much faster than average

Job Growth	88.2%	Forecast
Openings	10	1997 20
Separations	10	2004 30

Many employers report growth in employment over the last 12 months. Over the next three years, most employers expect employment at their firm to remain stable; some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Knowledge of geometry
- Ability to set up woodworking machines
- Ability to read blueprints
- Cost estimating skills

- Ability to install formica
- Shop math skills
- Ability to read working drawings
- Finishing carpentry skills

#### Physical

- Ability to lift at least 50 lbs. repeatedly

#### Personal

- Ability to work independently

- Willingness to work with close supervision

#### Basic

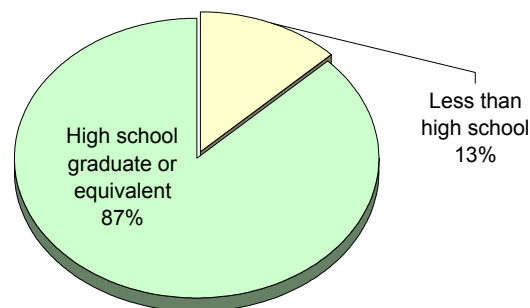
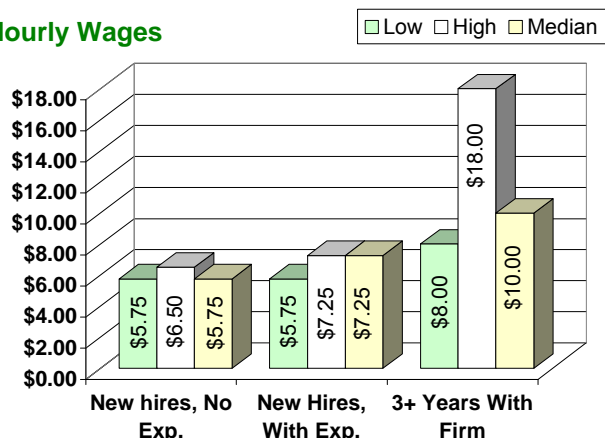
- Oral communication skills
- Ability to write legibly

- Ability to read and follow instructions

**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Many employers usually or always require work experience of applicants. Work experience suggested by employers is 12 to 36 months as a Cabinetmaker, or 12 to 42 months as a Carpenter.

Most employers never allow training to substitute for work experience. Some employers may allow 24 months of vocational training, or 6 to 12 months of high school woodworking classes to substitute for work experience.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Almost all the positions are full-time, with employees working 40 hours/week. Few are part-time with employees working 30 hours/week.

**Benefits**

	Full-time	Part-time
Vacation	63%	0%
Sick Leave	0%	0%
Retirement Plan	13%	0%
Medical Insurance	38%	0%
Dental Insurance	0%	0%
Vision Insurance	0%	0%
Life Insurance	13%	0%
Child Care	0%	0%

**OTHER**

Many employers provide promotional opportunities into positions such as Job Supervisor, Foreman, Shop Manager, and Lead Man.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP):** 6  
Over 1 year up to and including 2 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 4  
Language Development..... 3

**Aptitudes:**

<b>G</b> -Intelligence .....	3	<b>K</b> -Motor Coordination.....	3
<b>V</b> -Verbal aptitude .....	3	<b>F</b> -Finger Dexterity .....	3
<b>N</b> -Numerical Aptitude ....	3	<b>M</b> -Manual Dexterity .....	3
<b>S</b> -Spatial Aptitude .....	3	<b>E</b> -Eye/Hand/Foot Coordination ....	4
<b>P</b> -Form Perception .....	3	<b>C</b> -Color Discrimination .....	4
<b>Q</b> -Clerical Perception ....	3		

**GOE Code:** 05.05.08

**California Occupational Guide #23**

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# CANNERY WORKERS

OES Code: 939350

Surveyed: 1998

9 Firms Responded - 1,145 Employees - 345 New Hires

## DESCRIPTION

Cannery Workers perform any of a variety of routine task in canning, freezing, preserving, or packing food products. Their duties may include sorting, grading, washing, peeling, trimming or slicing agricultural produce.

## Related DOT Titles

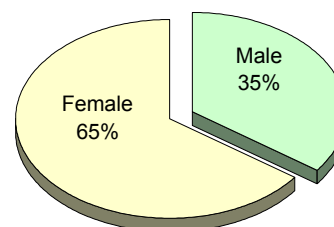
Title	DOT Code
Cannery Worker	529.686-014

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report little difficulty finding experienced and inexperienced applicants who meet their hiring standards. Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Almost all position filled over the prior 12 months were from temporary positions. The three most successful recruitment methods for employers are the Employment Development Department, employees' referrals, and newspaper ads.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Slow decline

### Where the Jobs Are

#### SIC Industry

203 Preserved Fruits & Vegetables

Job Growth	-5.3%	Forecast	
Openings	-50	1997	940
Separations	120	2004	890

Many employers report growth in their firms employment during the last 12 months; many remained stable; and few declined in employment. Over the next 3 years many employers expect growth at their firm; many expect employment to remain stable.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Sorting and grading skills

#### Physical

Manual dexterity

Possession of good color perception

#### Personal

Possession of mechanical aptitude

Willingness to work with close supervision

#### Basic

Oral communication skills

Ability to write legibly

Finger dexterity

Ability to stand continuously for 2 or more hours

Ability to perform routine, repetitive work

Ability to work independently

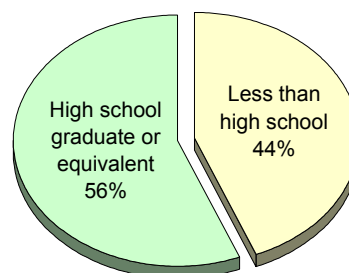
Ability to read and follow instructions

Basic math skills

**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Many employers sometimes or usually require work experience of applicants. Work experience suggested by employers is 3 months as a Production Workers or Forklift Driver.

Many employers never allow training to substitute for work experience.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	\$6.00	\$9.07	\$7.90
New Hire, W/Exp.	\$6.00	\$9.07	\$7.90
3+ Years W/Firm	\$7.00	\$14.39	\$8.21

**Hourly Wages - NonUnion**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$10.25	\$5.75
New Hire, W/Exp.	\$5.75	\$10.25	\$6.25
3+ Years W/Firm	\$6.00	\$15.00	\$7.40

Many positions are full-time, with employees working 40 hours/week. Many are seasonal positions, with employees working 40 hours/week.

**Benefits**

	Full-time	Part-time
Vacation	56%	0%
Sick Leave	56%	0%
Retirement Plan	67%	0%
Medical Insurance	67%	13%
Dental Insurance	56%	13%
Vision Insurance	56%	0%
Life Insurance	67%	0%
Child Care	0%	0%

**OTHER**

Most employers provide promotional opportunities into occupations such as Forklift Driver, Floor/Lead Person, Quality Control positions, Sanitation Worker, or Laboratory Technician.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 2**  
(Anything beyond a short demo up to and including 30 days)

**General Education Development (GED)**

Reasoning Development ..... 2  
Mathematical Development ..... 2  
Language Development..... 2

**Aptitudes:**

<b>G</b> -Intelligence .....	4	<b>K</b> -Motor Coordination.....	3
<b>V</b> -Verbal aptitude .....	4	<b>F</b> -Finger Dexterity .....	3
<b>N</b> -Numerical Aptitude ....	4	<b>M</b> -Manual Dexterity .....	3
<b>S</b> -Spatial Aptitude .....	4	<b>E</b> -Eye/Hand/Foot Coordination ....	5
<b>P</b> -Form Perception .....	4	<b>C</b> -Color Discrimination .....	4
<b>Q</b> -Clerical Perception ....	4		

GOE Code: 06.04.15

California Occupational Guide #23

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**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# CARPENTERS

OES Code: 871020

Surveyed: 1998

15 Firms Responded - 154 Employees - 77 New Hires

## DESCRIPTION

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinetmakers and Bench Carpenters.

## Related DOT Titles

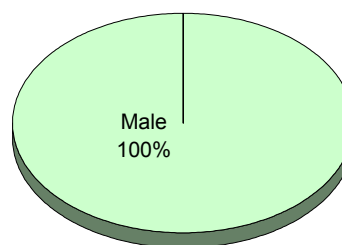
Title	DOT Code
Boatbuilder, Wood	860.381-018
Carpenter	860.381-022
Form Builder	860.381-046
Roof Assembler	869.684-042

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced and inexperienced applicants somewhat difficult. Suggesting employer demand is somewhat greater than the supply of qualified applicants and employers may have some difficulty finding qualified applicants at times. Most positions filled over the last 12 months were from growth; some were from turnover; and few were from seasonal positions. The three most successful recruitment methods for employers are employees' referrals, newspaper ads, and hire unsolicited applicants.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Faster than average

### Where the Jobs Are

SIC	Industry
152	General Contractors - Single Family Houses
175	Carpentry and Floor Work

Job Growth	26.7%	Forecast
Openings	40	1997 150
Separations	20	2004 190

Most employers report an increase in employment over the previous 12 months; some remained stable or declined in employment. Most employers expect employment to remain stable over the next three years, while some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Rough carpentry skills  
Shop math skills  
Ability to read blueprints  
Drywall installation and repair skills

Finish carpentry skills  
Ability to read blueprints  
Ability to use drafting tools

#### Physical

Ability to perform strenuous physical work  
Possession of agility and coordination

Ability to climb to high places  
Ability to lift a least 50 lbs. repeatedly

#### Personal

Ability to work independently  
Possession of a reliable vehicle  
Ability to provide own hand tools

Possession of a good DMV driving record  
Willingness to work with close supervision

#### Basic

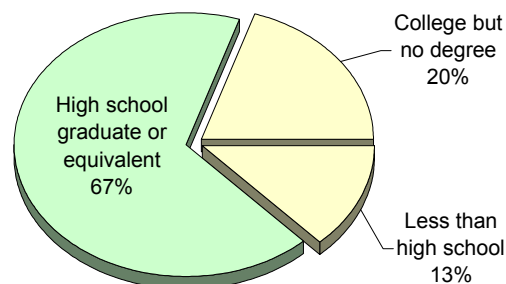
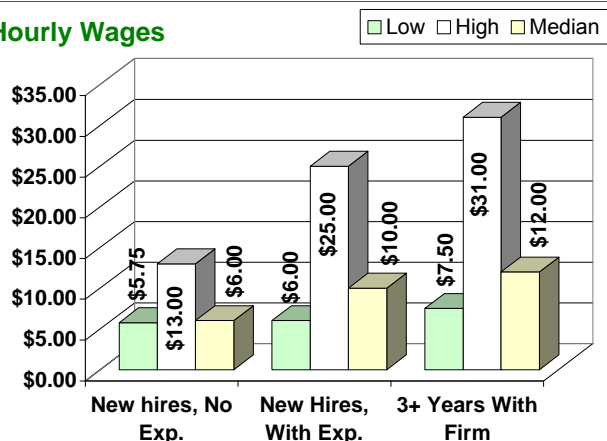
Oral communication skills

Ability to read and follow instructions

**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Many employers usually or always require work experience of applicants. Work experience suggested by employers is 12 to 36 months as a Cabinetmaker, or 12 to 42 months as a Carpenter.

Most employers never allow training to substitute for work experience. Some employers may allow 24 months of vocational training, or 6 to 12 months of high school woodworking classes to substitute for work experience.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Almost all the positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 30 hours/week.

**Benefits**

	Full-time	Part-time
Vacation	63%	0%
Sick Leave	0%	0%
Retirement Plan	13%	0%
Medical Insurance	38%	0%
Dental Insurance	0%	0%
Vision Insurance	0%	0%
Life Insurance	13%	0%
Child Care	0%	0%

**OTHER**

Many employers provide promotional opportunities into positions such as Job Supervisor, Forman, Shop Manager, and Lead Man.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 7**  
(Over 2 years up to and including 4 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development ..... 3

**Aptitudes:**

G-Intelligence .....	3	K-Motor Coordination .....	3
V-Verbal aptitude .....	3	F-Finger Dexterity .....	3
N-Numerical Aptitude ....	3	M-Manual Dexterity .....	3
S-Spatial Aptitude .....	3	E-Eye/Hand/Foot Coordination ....	4
P-Form Perception .....	3	C-Color Discrimination .....	4
Q-Clerical Perception ....	4		

GOE Code: 05.05.02

California Occupational Guide #169

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS



# COMBINED FOOD PREPARATION & SERVICE WORKERS

OES Code: 650410

Surveyed: 2000

19 Firms Responded - 271 Employees - 102 New Hires

## DESCRIPTION

Combined Food Preparation and Service Workers do both food preparation and food service. Please do not include workers who spend more than 80 percent of their time in only one of these two areas.

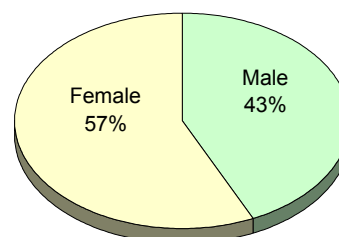
Related DOT Titles	
Title	DOT Code
Fast Food Workers	311.472-010

## EMPLOYMENT TRENDS

### Supply & Demand

The supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through turnover; some are from growth. The top three most successful recruitment methods are newspaper ads, employees' referral, and walk-in applicants.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Much faster than average

Job Growth	35.0%	Forecast	
Openings	410	1997	1,170
Separations	510	2004	1,580

Most employers report stability in occupational employment over the previous 12 months; and some report growth. Over the next 2 years, many employers expect growth in occupational employment; and many expect stability.

### Where the Jobs Are

SIC	Industry
581	Eating & Drinking Places
793	Bowling Centers
799	Misc. Amusement and Recreation Services
805	Nursing and Personal Care Facilities

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to make change  
Food preparation skills  
Fry cooking skills

Ability to operate a cash register  
Short-order cooking skills

#### Physical

Ability to stand continuously for 2 or more hours  
Ability to lift at least 30 lbs. repeatedly

Ability to work rapidly  
Ability to pass a pre-employment medical examination

#### Personal

Ability to work independently  
Public contact skills

Willingness to work with close supervision

#### Basic

Ability to follow oral instructions  
Oral communication skills  
Basic math skills

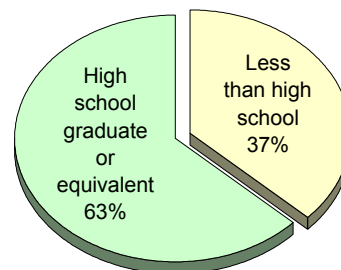
Ability to read and follow instructions  
Ability to write legibly



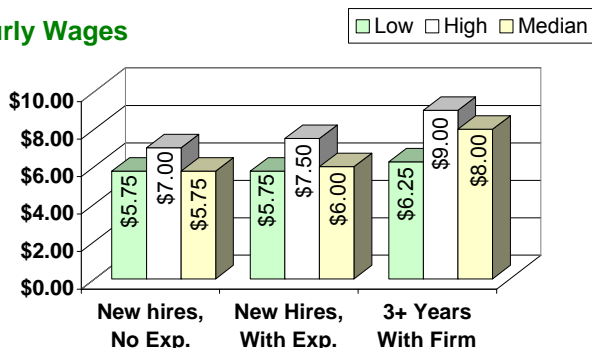
**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 9 months)	32%	47%	21%
Other occupational experience accepted*	80%	20%	NA
Other experience: (*10 employers responded, 8 average months): Fast Food Cook, Restaurant experience.			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	60%	40%	NA
Technical or Vocational Training required	0%	100%	0%
Type of training: (*10 employers responded, 6 average months): No response by employers.			

**EDUCATION: MINIMUM REQUIREMENTS****Computer Software**

Computer software experience is not required by employers.

**BENEFITS & WAGES****Hourly Wages****Benefits— Full-time employees**

	1	2	3	4
Vacation	37%	0%	5%	37%
Sick Leave	26%	0%	5%	47%
Retirement Plan	16%	0%	11%	53%
Medical Insurance	42%	0%	5%	32%
Dental Insurance	21%	0%	11%	47%
Vision Insurance	11%	0%	11%	58%
Life Insurance	21%	5%	5%	47%
Child Care	0%	0%	0%	79%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Some of the positions are full-time, with employees working 35 to 40 hours/week. Most positions are part-time, with employees working 14 to 35 hours/week. Few positions are temporary, with employees working 9 to 18 hours/week. All employers have a day shift, many have swing and night shifts.

**OTHER**

Almost all employers provide promotional opportunities into occupations such as Chef, Crew Leader, Assistant Manager, Cook, Supervisor, Cashier, Shift Leader, or a management position.

**ASSESSMENT CODES****Specific Vocational Preparation (SVP): 2**

(Anything beyond a short demo up to and including 30 days)

**General Education Development (GED)**

Reasoning Development ..... 2

Mathematical Development ..... 2

Language Development..... 2

**Aptitudes:**

G-Intelligence..... 4

V-Verbal aptitude ..... 4

N-Numerical Aptitude .... 4

S-Spatial Aptitude ..... 4

P-Form Perception ..... 4

Q-Clerical Perception .... 3

K-Motor Coordination.....3

F-Finger Dexterity .....3

M-Manual Dexterity .....3

E-Eye/Hand/Foot Coordination ....5

C-Color Discrimination .....5

# COMPUTER PROGRAMMERS, INCLUDING AIDES

OES Code: 251051

Surveyed: 1998

7 Firms Responded - 55 Employees - 13 New Hires

## DESCRIPTION

Computer Programmers, Including Aides convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

## Related DOT Titles

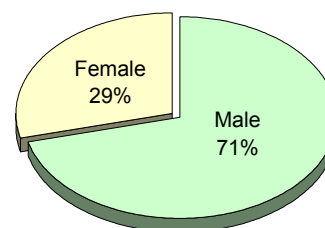
Title	DOT Code
Programmer, Business	020.162-014
Programmer, Information System	020.187-010
Software Technician	020.262-010
Programmer, Detail	219.367-026

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report little difficulty finding experienced and inexperienced applicants who meet their hiring standards. Worker supply is somewhat larger than demand for qualified workers, and applicants may experience competition in job seeking. Most positions filled over the last 12 months were from turnover; some from growth. The three most successful recruitment methods for employers are the newspaper ads, in-house promotions or transfers, and hire unsolicited applicants.

### Gender



### Where the Jobs Are

SIC	Industry
481	Telephone Communications
738	Miscellaneous Business Services
903	Local Government, Except Hosp. & Ed.

### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Average

Job Growth	18.2%	Forecast
Openings	20	1997 110
Separations	30	2004 130

Most employers report the same occupational size as last year; some report growth. Over the next three years, most employers expect employment to remain stable; some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to do business programming	Ability to do engineering programming
Ability to do scientific programming	Ability to do statistical programming
Ability to write effectively	Knowledge of data base management principles
Knowledge of microcomputer hardware/software	Knowledge of mainframe hardware/operating system
Ability to perform advanced mathematical computations	

#### Personal

Common sense	Ability to work under pressure
Willingness to work with close supervision	Ability to work independently

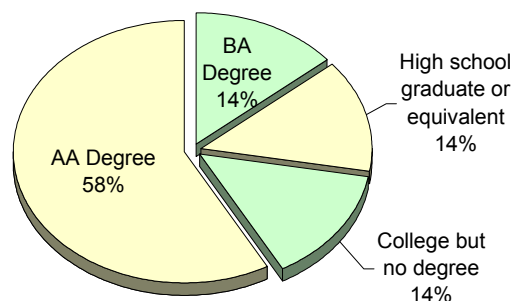
#### Basic

Oral communication skills	Ability to read and follow instructions
Ability to write legibly	

**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Many employers always require work experience of applicants. Work experience suggested by employers is 12 to 36 months as a Computer Programmer, 24 months as a Computer Operator, or 6 months of Computer Support.

Some employers may allow training to substitute for work experience. However, many do not allow training to substitute for experience. Employers suggest 6 to 24 months of computer programming, or a Bachelors degree in Mathematics or Computer Science.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	\$10.64	\$15.22	\$12.93
New Hire, W/Exp.	\$10.64	\$17.22	\$13.74
3+ Years W/Firm	\$11.73	\$18.53	\$16.03

**Hourly Wages - NonUnion**

	Low	High	Median
New Hire, No Exp.	\$6.50	\$15.00	\$10.75
New Hire, W/Exp.	\$8.50	\$17.00	\$8.63
3+ Years W/Firm	\$10.00	\$18.00	\$17.26

Almost all positions are full-time, with employees working 40 hours/week. Few positions are part-time, with employees working 25 hours/week.

**Benefits**

	Full-time	Part-time
Vacation	71%	0%
Sick Leave	71%	0%
Retirement Plan	57%	0%
Medical Insurance	71%	0%
Dental Insurance	71%	0%
Vision Insurance	43%	0%
Life Insurance	57%	0%
Child Care	14%	0%

**OTHER**

Many employers provide promotional opportunities into occupations such as supervisor or management positions.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 8**  
(Over 4 years up to and including 10 years)

**General Education Development (GED)**

Reasoning Development .....	6
Mathematical Development .....	6
Language Development.....	6

**Aptitudes:**

<b>G</b> -Intelligence .....	1	<b>K</b> -Motor Coordination.....	4
<b>V</b> -Verbal aptitude .....	1	<b>F</b> -Finger Dexterity .....	4
<b>N</b> -Numerical Aptitude ....	1	<b>M</b> -Manual Dexterity .....	4
<b>S</b> -Spatial Aptitude .....	2	<b>E</b> -Eye/Hand/Foot Coordination ....	5
<b>P</b> -Form Perception .....	3	<b>C</b> -Color Discrimination .....	5
<b>Q</b> -Clerical Perception ....	2		

GOE Code: 11.01.01

California Occupational Guide #81

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
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# COOK INSTITUTIONAL OR CAFETERIA

OES Code: 650280

Surveyed: 1998

15 Firms Responded - 88 Employees - 26 New Hires

## DESCRIPTION

Institution or Cafeteria Cooks, prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities.

## Related DOT Titles

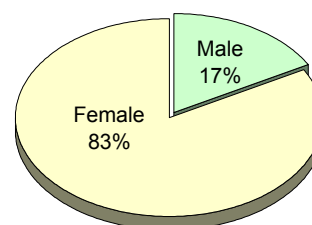
Title	DOT Code
Cook, School Cafeteria	313.381-030
Cook	315.361-010
Second Cook and Baker	315.381-026

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced applicants somewhat difficult. Suggesting demand is somewhat greater the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. Employer report finding inexperienced applicants a little difficult. Suggesting supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking. Most employment opportunities are generated through turnover; few are from growth. The three most successful recruitment methods for employers are the newspaper ads, employees' referrals, and in-house promotions or transfers.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Remain stable

Job Growth	0.0%	Forecast	
Openings	0	1997	100
Separations	20	2004	100

### Where the Jobs Are

#### SIC Industry

581	Eating & Drinking Places
805	Nursing & Personal Care Facilities
806	Hospitals
821	Elementary & Secondary Schools

Almost all employers report the same employment over the last 12 months; some report growth. Over the next 3 years, most employers expect employment to remain stable; some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Knowledge of food preparation
- Knowledge of menu planning
- Ability to write effectively
- Knowledge of pastry making
- Skilled at cooking ethnic foods

- Knowledge of institutional cooking
- Knowledge of food baking
- Knowledge of meat carving
- Knowledge of food buying
- Ability to use a computer terminal

#### Physical

- Pass a pre-employment medical examination

- Ability to lift at least 30 lbs.

#### Personal

- Willingness to work with close supervision

- Ability to work independently

#### Basic

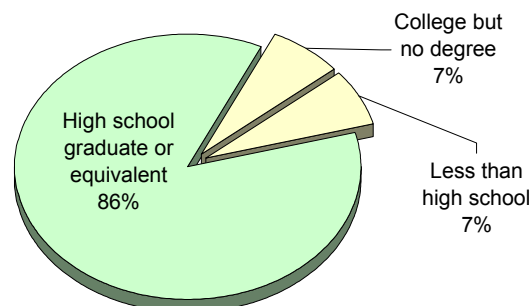
- Oral communication skills
- Ability to write legibly

- Ability to read and follow instructions
- Ability to perform basic mathematical computations

**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Most employers sometimes, usually, or always require work experience of applicants. Employers suggest 6 to 32 months of experience in the occupation, or 48 months as a kitchen manager.

Most employers may allow training to substitute for work experience. Experience suggested by employers was training provided by the Private Industry Training Department.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	\$6.69	\$8.00	\$7.34
New Hire, W/Exp.	\$6.69	\$9.00	\$7.66
3+ Years W/Firm	\$7.49	\$12.00	\$8.09

**Hourly Wages - NonUnion**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$8.75	\$6.43
New Hire, W/Exp.	\$5.75	\$10.25	\$7.50
3+ Years W/Firm	\$7.00	\$12.75	\$8.50

**Benefits**

	Full-time	Part-time
Vacation	73%	7%
Sick Leave	67%	7%
Retirement Plan	60%	7%
Medical Insurance	80%	7%
Dental Insurance	67%	7%
Vision Insurance	60%	7%
Life Insurance	7%	7%
Child Care	0%	0%

Most positions are full-time, with employees working 30 to 40 hours/week. Some are part-time, with employees working 17 to 30 hours/week. Few are temporary or on-call, with employees working 10 hours/week.

**OTHER**

Many employers provide promotional opportunities into occupations such as Kitchen Manager, Supervisor, Head Cook, or Certified Trainer.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP):** 6  
(Over 1 year up to and including 2 years)

**General Education Development (GED)**

Reasoning Development .....	3
Mathematical Development .....	2
Language Development.....	2

**Aptitudes:**

<b>G</b> -Intelligence .....	3	<b>K</b> -Motor Coordination.....	4
<b>V</b> -Verbal aptitude .....	4	<b>F</b> -Finger Dexterity .....	4
<b>N</b> -Numerical Aptitude ....	4	<b>M</b> -Manual Dexterity .....	3
<b>S</b> -Spatial Aptitude .....	4	<b>E</b> -Eye/Hand/Foot Coordination ....	5
<b>P</b> -Form Perception .....	4	<b>C</b> -Color Discrimination .....	4
<b>Q</b> -Clerical Perception ....	3		

GOE Code: 05.10.08

California Occupational Guide #93

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# COOKS - SHORT ORDER

OES Code: 650350

Surveyed: 2000

17 Firms Responded - 173 Employees - 43 New Hires

## DESCRIPTION

Short Order Cooks prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counter or tables. Please do not include cooks in fast foods establishments.

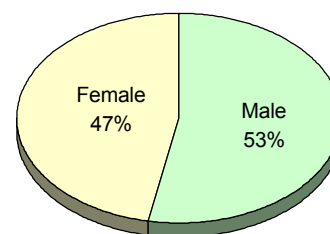
Related DOT Titles	
Title	DOT Code
Short Order Cook	313.671.010

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. For inexperienced applicants, supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through turnover; some are from growth; and few are from promotions. The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and walk-in applicant or in-house promotions or transfers.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Average

Job Growth	20.0%	Forecast	
Openings	10	1997	50
Separations	10	2004	60

### Where the Jobs Are

#### SIC Industry

581	Eating and Drinking Places
793	Bowling Centers
799	Misc. Amusement and Recreation Services
805	Nursing and Personal Care Facilities

Most employers report stability in occupational employment over the last 12 months; some report growth. Over the next 2 years, many employers expect growth at their firms; many expect stability.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Food preparation skills  
Ability to operate a cash register

Fry cooking skills

#### Physical

Ability to stand continuously for 2 or more hours  
Ability to pass a pre-employment medical examination

Ability to lift at least 30 lbs. repeatedly

#### Personal

Ability to work under pressure  
Willingness to work with close supervision

Ability to work independently  
Public contact skills

#### Basic

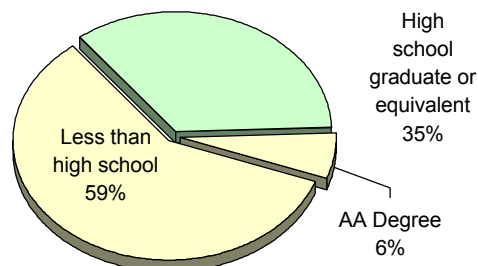
Ability to follow oral instructions  
Oral communication skills  
Basic math skills

Ability to read and follow instructions  
Ability to write legibly

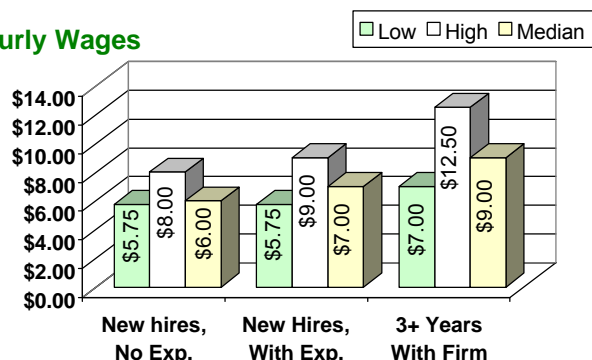
**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 11 months)	41%	24%	35%
Other occupational experience accepted*	77%	23%	NA
Other experience: (*13 employers responded, 8 average months): Food Prep. Worker, Fast Food Cook, Restaurant Work.			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	54%	46%	NA
Technical or Vocational Training required	6%	94%	0%
Type of training: (*13 employers responded, 7 average months): Cooking courses			

**EDUCATION: MINIMUM  
REQUIREMENTS****Computer Software**

Computer software experience is not required by employers.

**BENEFITS & WAGES****Hourly Wages****Benefits- Full-time employees**

	1	2	3	4
Vacation	47%	0%	18%	24%
Sick Leave	24%	0%	18%	47%
Retirement Plan	29%	0%	18%	41%
Medical Insurance	41%	0%	18%	29%
Dental Insurance	24%	0%	18%	47%
Vision Insurance	24%	0%	18%	47%
Life Insurance	6%	0%	24%	59%
Child Care	0%	0%	18%	71%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Many of the positions are full-time, with employees working 40 hours/week. Many positions are part-time, with employees working 15 to 32 hours/week. All employers have a day shift; many have a swing and graveyard shifts.

**OTHER**

Most employers provide promotional opportunities into occupations such as Kitchen Supervisor, Lead or Head Cook, Shift or Department Manager, or a management position.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 3**  
(Over 30 days up to and including 3 months)

**General Education Development (GED)**

Reasoning Development ..... 3  
Mathematical Development ..... 2  
Language Development..... 2

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 3  
Q-Clerical Perception .... 4  
K-Motor Coordination ..... 4  
F-Finger Dexterity ..... 4  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 4



# DATA ENTRY KEYERS—EXCEPT COMPOSING

OES Code: 560170

Surveyed: 1998

16 Firms Responded - 57 Employees - 28 New Hires

## DESCRIPTION

Data Entry Keyers, except Composing, operate keypunch or key entry devices to prepare data processing input materials on cards, disk or tape. Their duties include machine entry recording, coding, or verifying alphabetic or numeric data. Please do not include workers who primarily work with Data Entry Composing Machines.

## Related DOT Titles

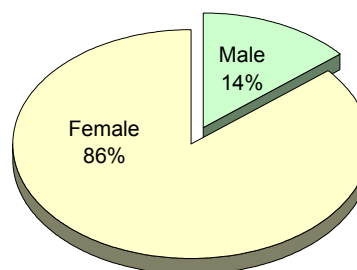
Title	DOT Code
Keypunch Operator	203.582-030
Terminal Operator	203.582-054

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced and inexperienced applicants a little difficult. Suggesting worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Employment opportunities are generated through promotions and growth. The three most successful recruitment methods for employers are employees' referrals, newspaper ads, and hire unsolicited applicants.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Decline

Job Growth	-33.3%	Forecast
Openings	-10	1997 30
Separations	0	2004 20

Most employers report the same level of employment as last year; some report growth. Over the next 3 years, many employers expect growth in employment; many expect stability; and few expect a decline.

### Where the Jobs Are

SIC	Industry
201	Meat Products
514	Groceries & Related Products
531	Department Stores
602	Commercial Banks
806	Hospitals
821	Elementary & Secondary Schools

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to operate a numeric 10-key pad by touch  
Ability to key at least 10,000 strokes per hour  
Telephone answering skills  
Ability to type at least 60 wpm

Proofreading skills  
Ability to use word processing software  
English grammar, spelling, and punctuation skills

#### Physical

Ability to sit for 2 or more hours

#### Personal

Ability to perform routine, repetitive work  
Ability to work independently

Willingness to work with close supervision

#### Basic

Oral communication skills  
Ability to write legibly

Ability to read and follow instructions  
Basic math skills

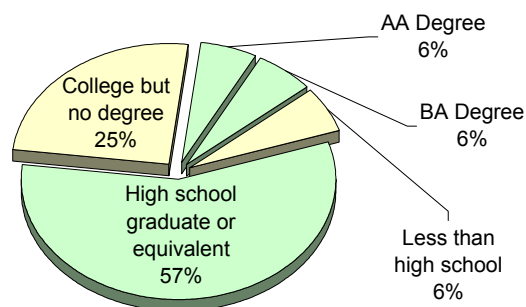
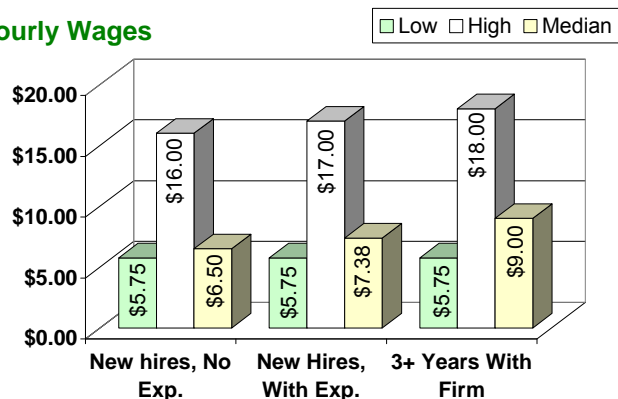


**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Many employers sometimes, usually, or always require work experience of applicants. Employers suggest 8 months of data entry experience, 6 to 12 months of computer experience, or 12 months of insurance experience.

Most employers sometimes, usually, or always allow training to substitute for work experience. Employers suggest 6 to 12 months of compute training.

Most employers seek computer skills in word processing, some seek spreadsheet or database skills.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Almost all positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 20 to 30 hours/week. Few are also on-call, with employees working 20 to 40 hours/week.

**Benefits**

	Full-time	Part-time
Vacation	69%	6%
Sick Leave	56%	6%
Retirement Plan	38%	6%
Medical Insurance	75%	6%
Dental Insurance	56%	6%
Vision Insurance	38%	6%
Life Insurance	50%	6%
Child Care	0%	0%

**OTHER**

Many employers provide promotional opportunities into occupations such as Order Processor, Customer Service Representative, Underwriter, or Office Manager, or Manager

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 4**  
(Over 3 months up to and including 6 months)

**General Education Development (GED)**

Reasoning Development ..... 3  
Mathematical Development ..... 2  
Language Development..... 3

**Aptitudes:**

G-Intelligence ..... 3      K-Motor Coordination.....3  
V-Verbal aptitude ..... 3      F-Finger Dexterity .....3  
N-Numerical Aptitude .... 4      M-Manual Dexterity .....4  
S-Spatial Aptitude ..... 4      E-Eye/Hand/Foot Coordination ....5  
P-Form Perception ..... 4      C-Color Discrimination .....5  
Q-Clerical Perception .... 2

GOE Code: 07.06.01

California Occupational Guide #16

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# DENTAL ASSISTANTS

OES Code: 660020

Surveyed: 2000

20 Firms Responded - 49 Employees - 22 New Hires

## DESCRIPTION

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

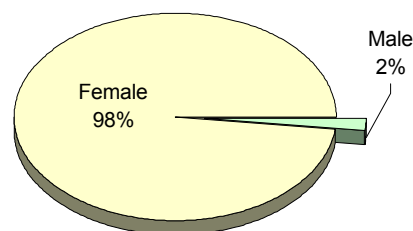
Related DOT Titles	
Title	DOT Code
Dental Assistant	079.361-018

## EMPLOYMENT TRENDS

### Supply & Demand

The supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Few employers hire the inexperienced. Almost all employment opportunities are generated through turnover; few are from growth. The top three most successful recruitment methods for employers are school program referrals, employee referrals, and in-house promotions or transfers.

### Gender



### Where the Jobs Are

SIC	Industry
802	Offices & Clinics of Dentists

### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large  
Growth Rate: Slower than average

Job Growth		Forecast	
Openings	20	1997	180
Separations	30	2004	200

Almost all employers report stability in occupational employment over the last 12 months; few report growth or a decline. Over the next 2 years, most employers expect stability at their firm; some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Knowledge of dental procedures
- Telephone answering skills
- Ability to write effectively
- Completion of courses in biological sciences
- Understanding of coronal polishing
- Ability to do ultrasonic scaling

- Ability to perform or assist with dental procedures
- Possession of a Radiation Safety Certificate
- Record keeping skills
- Ability to follow billing procedures
- Ability to complete and explain insurance forms
- Registered Dental Assistant (RDA) Certificate

#### Personal

- Good grooming skills
- Ability to work independently

- Public contact skills
- Willingness to work with close supervision

#### Basic

- Ability to follow instructions
- Oral communication skills
- Basic math skills

- Ability to read and follow instruction
- Ability to write legibly

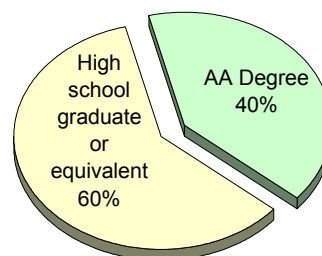
### License or Registration

Requirements for registration as a Dental Assistant are graduation from a Board-approved dental assistant program or 18 months on-the-job training as a dental assistant for a California-licensed Dentist. For information and application contact: Board of Dental Examiners, 1428 Howe Ave, Suite 58, Sacramento, CA 95825-3241; (916) 263-2595.

## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 16 months)	85%	0%	15%
Other occupational experience accepted*	5%	95%	NA
Other experience: (*20 employers responded, average 12 months): Dental Office Front Desk experience.			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	70%	30%	NA
Technical or Vocational Training required	80%	20%	0%
Type of training: (*20 employers responded, average 8 months): Dental Assistant Program, or internship			

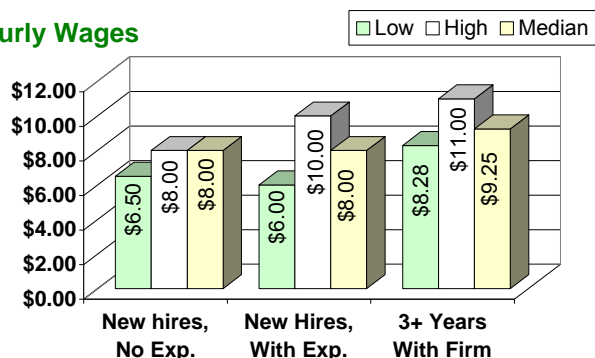
EDUCATION: MINIMUM  
REQUIREMENTS

## Computer Software

Few employers seek applicants with work processing software skills.

## BENEFITS &amp; WAGES

## Hourly Wages



## Benefits— Full-time employees

	1	2	3	4
Vacation	70%	5%	20%	0%
Sick Leave	55%	5%	20%	15%
Retirement Plan	45%	5%	20%	25%
Medical Insurance	40%	5%	20%	30%
Dental Insurance	55%	5%	15%	20%
Vision Insurance	10%	5%	20%	60%
Life Insurance	15%	5%	20%	55%
Child Care	5%	0%	15%	75%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Almost all positions are full-time, with employees working 38 to 40 hours/week. Few positions are part-time or temporary, with employees working 8 to 38 hours/week. All employers have a day shift and few have a swing shift.

## OTHER

Some employers provide promotional opportunities into occupations such as Dental Hygienists (with proper training), Floor Supervisor, and Registered Dental Assistant.

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 6**  
(Over 1 year up to and including 2 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development..... 4

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 3  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 3  
Q-Clerical Perception .... 3  
K-Motor Coordination ..... 4  
F-Finger Dexterity ..... 3  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 4  
C-Color Discrimination ..... 4

GOE Code: 10.03.02

California Occupational Guide #27

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# DENTAL HYGIENISTS

OES Code: 329080

Surveyed: 2000

15 Firms Responded - 37 Employees - 6 New Hires

## DESCRIPTION

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

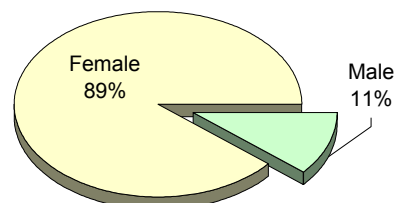
Related DOT Titles	
Title	DOT Code
Dental Hygienists	078.361-010

## EMPLOYMENT TRENDS

### Supply & Demand

The supply of experienced and inexperienced applicants is considerably greater than demand, creating a competitive job market for applicants. Few employers hire the inexperienced. Many employment opportunities are generated through growth; many are from turnover. The top three most successful recruitment methods are school program referral, colleges and universities, and a tie between in-house promotions or transfers and newspaper ads.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Much faster than average

Job Growth	50.0%	Forecast	
Openings	10	1997	20
Separations	10	2004	30

Almost all employers report stability in occupational employment over the previous 12 months; some report growth. Over the next 2 years, some employers expect growth at their firm; most expect stability.

### Where the Jobs Are

SIC	Industry
802	Offices & Clinics of Dentists

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Radiation Safety Certificate  
Knowledge of anesthesiology  
Knowledge of dental assisting procedures  
Knowledge of laboratory procedures  
General clerical skills

Knowledge of good diet and nutrition  
Ability to write effectively  
Record keeping skills  
Supervision skills  
Ability to use a computer terminal

#### Personal

Ability to work independently  
Willingness to work with close supervision

Public contact skills

#### Basic

Oral communication skills  
Ability to write legibly

Ability to read and follow instructions  
Ability to perform basic mathematical computations

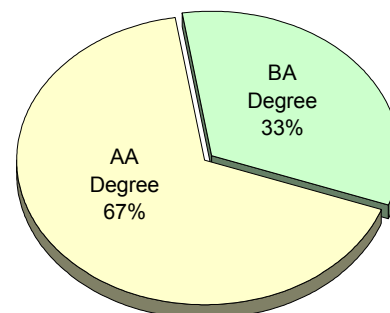
#### Licensing or Registration

Requirement for registration as a Dental Hygienist is graduation from a Board-approved dental hygiene program. For information and application contact: Board of Dental Examiners, 1428 Howe Ave, Suite 58, Sacramento, CA 95825-3241; (916) 263-2595.

## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 16 months)	87%	13%	0%
Other occupational experience accepted*	0%	100%	NA
Other experience: (*13 employers responded): None			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	8%	92%	NA
Technical or Vocational Training required	100%	0%	0%
Type of training: (*13 employers responded, average 26 months): Dental Hygiene courses and License/Certificate			

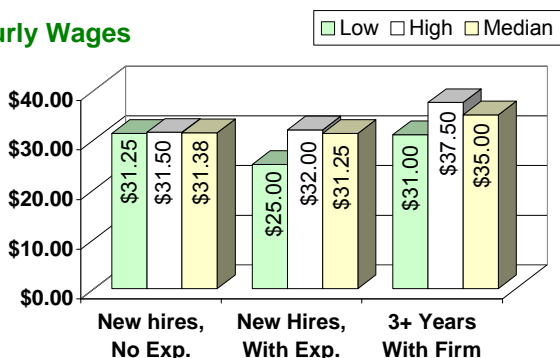
EDUCATION: MINIMUM  
REQUIREMENTS

## Computer Software

Most employers seek applicants with computer software skills.

## BENEFITS &amp; WAGES

## Hourly Wages



## Benefits— Full-time employees

	1	2	3	4
Vacation	20%	7%	7%	0%
Sick Leave	20%	7%	7%	0%
Retirement Plan	20%	7%	7%	0%
Medical Insurance	7%	7%	7%	13%
Dental Insurance	20%	7%	7%	0%
Vision Insurance	7%	7%	7%	13%
Life Insurance	0%	7%	7%	20%
Child Care	0%	0%	7%	27%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Some positions are full-time, with employees working 35 to 40 hours/week. Most are part-time, with employees working 16 to 24 hours/week. All employers have a day shift.

## OTHER

Employers do not promote Dental Hygienists.

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 6**  
(Over 1 year up to and including 2 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development..... 4

**Aptitudes:**

G-Intelligence ..... 2  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 3  
S-Spatial Aptitude ..... 2  
P-Form Perception ..... 3  
Q-Clerical Perception .... 4  
K-Motor Coordination ..... 2  
F-Finger Dexterity ..... 2  
M-Manual Dexterity ..... 2  
E-Eye/Hand/Foot Coordination .... 4  
C-Color Discrimination ..... 4

GOE Code: 10.02.02

California Occupational Guide #155

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# DRAFTERS

OES Code: 225140

Surveyed: 2000

7 Firms Responded - 21 Employees 9 New Hires

## DESCRIPTION

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

## Related DOT Titles

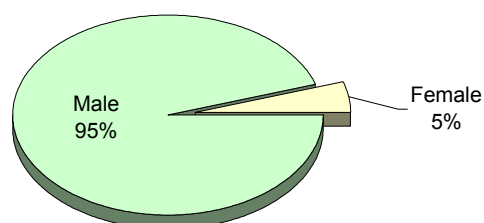
Title	DOT Code
Drafter, Architectural	001.261-010
Drafter, Landscape	001.261-014
Drafter, Electrical	003.281-010
Drafter, Civil	005.280-010
Drafter, Mechanical	007.281-010

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experience applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Although most employers do not hire the inexperienced, those that do report demand is considerably greater than supply of qualified applicants. Almost all employment opportunities are generated through growth; few were from turnover. The top three most successful recruitment methods for employers are newspaper ads, employees' referral, and walk-in applicants.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Faster than average

Job Growth	28.6%	Forecast
Openings	20	1997 70
Separations	10	2004 90

Most employers report growth in occupational employment over the last 12 months; some report stability. Over the next 2 years, most employers expect stability at their firm; some expect growth.

### Where the Jobs Are

SIC	Industry
245	Wood Buildings & Mobile Homes
254	Partitions, Shelving, Lockers, and Office and Store Fixtures
344	Fabricated Structural Metal Products
352	Farm and Garden Machinery and Equipment
871	Engineering, Architectural, & Surveying Services
903	Local Government, Except Hosp. & Educ.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to read blueprints  
Ability to use a computer terminal  
Ability to write effectively  
Knowledge of trigonometry  
Provide own drafting tools

Ability to analyze data to solve problems  
Computer assisted design (CAD) skills  
Freehand drawing skills  
Knowledge of geometry

#### Personal

Ability to work independently

Willingness to work with close supervision

#### Basic

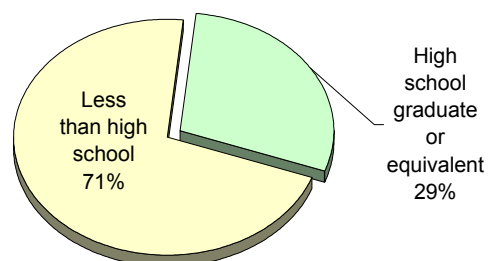
Ability to read and follow instructions  
Ability to write legibly

Oral communication skills

## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 17 months)	71%	14%	14%
Other occupational experience accepted*	17%	83%	NA
Other experience: (*13 employers responded, average 12 months): Building Design/Computer Operator			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	50%	50%	NA
Technical or Vocational Training required	29%	43%	29%
Type of training: (*6 employers responded, average 11 months): Drafting courses			

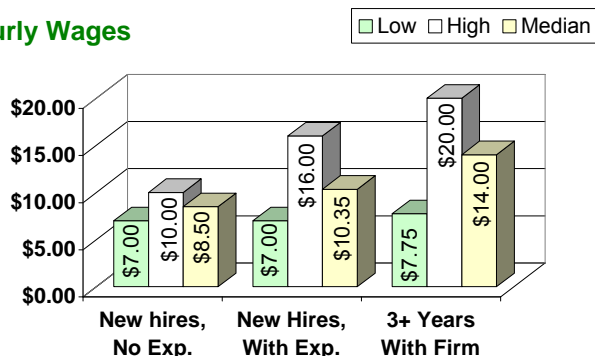
EDUCATION: MINIMUM  
REQUIREMENTS

## Computer Software

Almost all employers seek applicants with AutoCAD software skills. Few seek applicants with word processing and spreadsheet software skills.

## BENEFITS &amp; WAGES

## Hourly Wages



## Benefits— Full-time employees

	1	2	3	4
Vacation	100%	0%	0%	0%
Sick Leave	43%	0%	0%	57%
Retirement Plan	71%	0%	0%	29%
Medical Insurance	100%	0%	0%	0%
Dental Insurance	29%	0%	0%	71%
Vision Insurance	29%	0%	0%	71%
Life Insurance	57%	0%	0%	43%
Child Care	0%	0%	0%	100%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

All positions are full-time, with employees working 40 hours/week. Employers only have a day shift.

## OTHER

Most employers provide promotional opportunities into occupations such as Head Draftsmen, Land Surveyer, Engineer (with education), Plant Manager, or Drafting Engineer.

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 7**  
(Over 2 years up to and including 4 years)

## General Education Development (GED)

Reasoning Development ..... 5  
Mathematical Development ..... 5  
Language Development..... 5

## Aptitudes:

G-Intelligence ..... 2      K-Motor Coordination ..... 2  
V-Verbal aptitude ..... 3      F-Finger Dexterity ..... 2  
N-Numerical Aptitude .... 2      M-Manual Dexterity ..... 3  
S-Spatial Aptitude ..... 2      E-Eye/Hand/Foot Coordination .... 5  
P-Form Perception ..... 2      C-Color Discrimination ..... 4  
Q-Clerical Perception .... 3

GOE Code: 05.03.02

California Occupational Guide #338

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS



# DRYWALL INSTALLERS

OES Code: 871080

Surveyed: 2000

4 Firms Responded - 53 Employees - 21 New Hires

## DESCRIPTION

Drywall Installers apply plasterboard or other wall board to ceiling and interior walls of buildings.

## Related DOT Titles

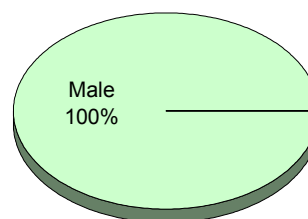
Title	DOT Code
Dry-Wall Applicator	842.381-010
Dry-Wall applicator	842.684-014
Sheetrock applicator	869.684-050

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is considerably greater than supply of experienced workers. Employers often cannot find qualified applicants when an opening exists. For inexperienced applicants, employer demand is somewhat greater than supply. Employers may have some difficulty finding inexperienced applicants at times. Many employment opportunities are generated through turnover; some from growth; and few are generated through promotions or temporary positions. The top three most successful recruitment methods for employers are in-house promotion or transfer, employee's referrals, and newspaper ads.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Much faster than average

Job Growth	30.0%	Forecast	
Openings	30	1997	100
Separations	20	2004	130

### Where the Jobs Are

SIC	Industry
152	General Building Contractors - Residential Bldg
172	Painting & Paper Hanging
174	Masonry, Stonework, and Plastering

Most employers report stability in occupational employment over the last 12 months; some report growth. Over the next 2 years, employers expect growth at their firm; some expect a decline in employment.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to read blueprints  
Ability to use power hand tools  
Minor carpentry skills

Ability to use and read a tape measure  
Drywall installation/repair skills

#### Physical

Ability to climb to high places  
Ability to work in awkward positions

Ability to lift at least 50 lbs.

#### Personal

Ability to work independently  
Regular use of own reliable vehicle

Possess valid driver's license  
Willingness to work with close supervision

#### Basic

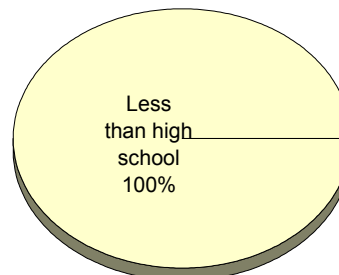
Ability to read and follow directions  
Oral communication skills

Ability to write legibly



## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 12 months)	50%	0%	50%
Other occupational experience accepted*	25%	75%	NA
Other experience: (*4 employers responded, average 12 months): Any facet of home repair			

EDUCATION: MINIMUM  
REQUIREMENTS

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	75%	25%	NA
Technical or Vocational Training required	25%	75%	0%
Type of training: (*4 employers responded, average 36 months): Formal Union Apprenticeship Program			

## Computer Software

Computer software experience is not required by employers.

## BENEFITS &amp; WAGES

## Hourly Wages - Union

	Low	High	Median
New Hire, No Exp.	\$10.00	\$10.00	\$10.00
New Hire, W/Exp.	\$25.00	\$25.00	\$25.00
3+ Years W/Firm	\$25.00	\$25.00	\$25.00

## Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	\$7.00	\$7.00	\$7.00
New Hire, W/Exp.	\$6.00	\$9.00	\$8.00
3+ Years W/Firm	\$10.00	\$12.00	\$10.00

## Benefits- Full-time employees

	1	2	3	4
Vacation	50%	25%	0%	25%
Sick Leave	50%	25%	0%	25%
Retirement Plan	25%	25%	0%	50%
Medical Insurance	75%	25%	0%	0%
Dental Insurance	25%	25%	0%	50%
Vision Insurance	0%	0%	0%	100%
Life Insurance	0%	25%	0%	75%
Child Care	0%	0%	0%	100%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

All of the positions are full-time, with employees working 40 hours/week. Employers only have a day shift for employees.

## OTHER

Some employers provide promotional opportunities into occupations such as Crew Leader or Supervisor.

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 6**  
(Over 1 year up to and including 2 years)

**General Education Development (GED)**

Reasoning Development ..... 2  
Mathematical Development ..... 2  
Language Development..... 2

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 4  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 3  
P-Form Perception ..... 4  
Q-Clerical Perception .... 4  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 3  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 4  
C-Color Discrimination ..... 5

GOE Code: 05.10.01

California Occupational Guide #524

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# ELECTRICIANS

OES Code: 872020

Surveyed: 1998

16 Firms Responded - 86 Employees - 29 New Hires

## DESCRIPTION

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Please include Protective Signal Installers and Repairers and Street Light Service.

## Related DOT Titles

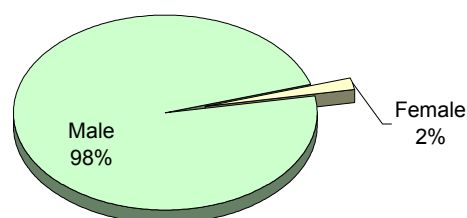
Title	DOT Code
Street Light Repairer	729.381-018
Electrician	824.261-010
Electrician Apprentice	824.261-014
Electrician, Maintenance	829.261-018

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced applicants very difficult. Suggesting employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Employers report finding inexperienced applicants somewhat difficult. Suggesting employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Most positions filled over the past 12 months were due to turnover; some from growth. The three most successful recruitment methods for employers are newspaper ads, employees' referrals, and the Employment Development Department.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Slower than average

Job Growth	15.4%	Forecast
Openings	20	1997 130
Separations	20	2004 150

### Where the Jobs Are

SIC	Industry
173	Electrical Work
202	Dairy Products
203	Preserved Fruits & Vegetables
287	Agricultural Chemicals
493	Combination Utility Services
903	Local Government, Except Hosp. & Educ.

Most employers report the same level of employment as last year; some report an increase. Most employers expect employment at their firm to remain stable over the next three years.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to install electrical equipment  
Ability to read blueprints  
Soldering skills

Shop math skills  
Cost estimating skills

#### Physical

Ability to climb ladders  
Ability to crawl under buildings  
Ability to lift at least 50 lbs.

Possession of good color perception  
Ability to stand continuously for 2 or more hours

#### Personal

Possession of mechanical aptitude  
Willingness to work with close supervision

Ability to provide own hand tools  
Ability to work independently

#### Basic

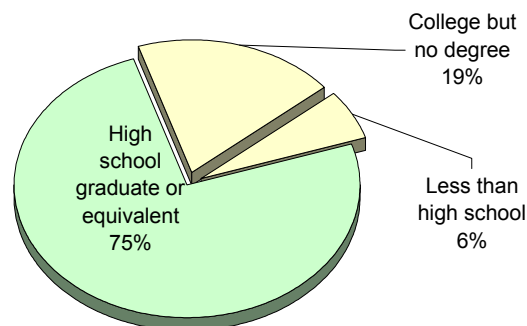
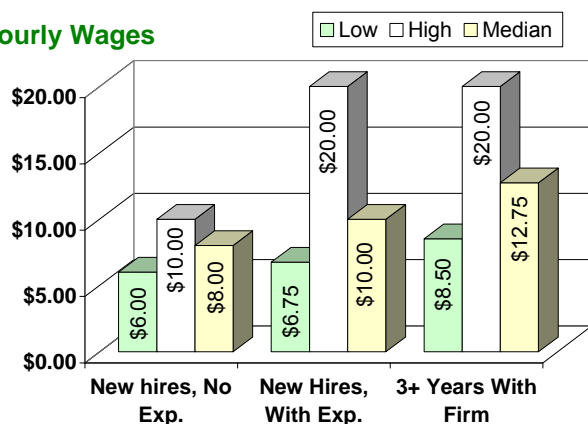
Oral communication skills  
Ability to write legibly

Ability to read and follow instructions

**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Almost all employers may require work experience of applicants. Work experience suggested by employers is 12 to 60 months as a General Electrician/Maintenance Worker, 36 to 60 months as a Journeyman Electrician, 60 months as an Apprentice Electrician, or 60 months as a Pacific Bell Technician.

Most employers never allow training to substitute for work experience, some may allow training to substitute. Employers suggest 60 months as an Apprentice Electrician.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Almost all of the positions are full-time, with employees working 40 to 50 hours/week. Few positions are part-time, with employees working 20 hours/week.

**Benefits**

	Full-time	Part-time
Vacation	63%	0%
Sick Leave	38%	0%
Retirement Plan	38%	0%
Medical Insurance	56%	0%
Dental Insurance	44%	0%
Vision Insurance	38%	0%
Life Insurance	44%	0%
Child Care	0%	0%

**OTHER**

Many employers provide promotional opportunities into occupations such as Service Manager, Supervisor, or Lead Person.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP):** 8  
(Over 4 years up to and including 10 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development..... 3

**Aptitudes:**

G-Intelligence ..... 3      K-Motor Coordination.....4  
V-Verbal aptitude ..... 3      F-Finger Dexterity .....3  
N-Numerical Aptitude .... 3      M-Manual Dexterity .....2  
S-Spatial Aptitude ..... 3      E-Eye/Hand/Foot Coordination ....3  
P-Form Perception ..... 2      C-Color Discrimination .....3  
Q-Clerical Perception .... 4

**GOE Code:** 05.05.05

**California Occupational Guide #121**

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# FILE CLERKS

OES Code: 553210

Surveyed: 1998

15 Firms Responded - 30 Employees - 11 New Hires

## DESCRIPTION

File Clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used, and locate and remove material from files when requested. They may be required to classify and file new material.

## Related DOT Titles

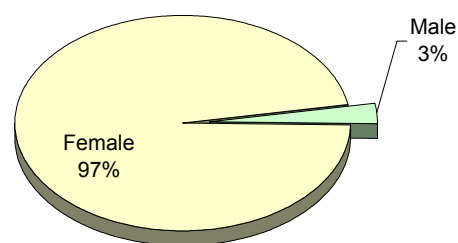
Title	DOT Code
File Clerk	206.362-010
Record Clerk	206.387-022

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced and inexperienced applicants a little difficult. Suggesting worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Employment opportunities are generated through turnover and growth. The three most successful recruitment methods for employers are the newspaper ads, employees' referrals, and the Employment Development Department.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Decline

Job Growth	-25.0%	Forecast	
Openings	-10	1997	40
Separations	10	2004	30

### Where the Jobs Are

SIC	Industry
152	Residential Building Construction
641	Insurance Agents, Brokers, & Service
804	Offices of Other Health Practitioners
811	Legal Services

Most employers report the same occupational size as last year, some report growth. Almost all employers expect employment to remain stable over the next three years, some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Alphabetic and numerical filing skills  
Telephone answering skills  
Ability to type at least 30 wpm

Ability to perform detailed  
Ability to write effectively  
Data entry skills

#### Physical

Ability to stand continuously for 2 or more hours

Ability to lift at least 40 lbs. repeatedly

#### Personal

Willingness to work with close supervision  
Ability to perform routine, repetitive work

Ability to work independently

#### Basic

Oral communication skills  
Ability to write legibly

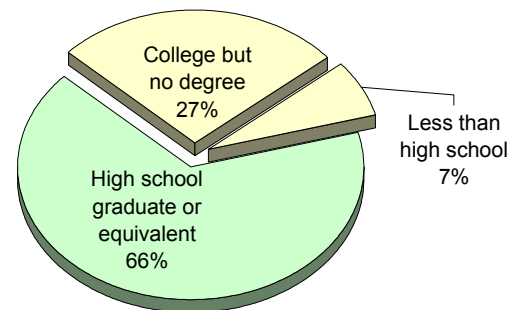
Ability to read and follow instructions  
Basic math skills

**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Many employers require work experience of applicants. Many never require work experience. Employers suggest 12 to 24 months of general clerical experience, or 12 months as a File Clerk.

Almost all employers may allow training to substitute for work experience. Employers suggest 3 to 12 months of general clerical courses (high school or college courses were suggested).

Most employers seek applicants with computer skills in word processing, and some seek spreadsheet and database skills.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	\$7.94	\$7.94	\$7.94
New Hire, W/Exp.	\$7.94	\$9.41	\$8.51
3+ Years W/Firm	\$9.19	\$10.89	\$9.75

**Hourly Wages - NonUnion**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$10.25	\$6.57
New Hire, W/Exp.	\$5.75	\$11.50	\$7.71
3+ Years W/Firm	\$6.75	\$11.50	\$8.82

Almost all of the positions are full-time, with employees working 32 to 40 hours/week. Few positions are part-time, with employees working 20 hours/week.

**Benefits**

	Full-time	Part-time
Vacation	80%	0%
Sick Leave	73%	0%
Retirement Plan	73%	0%
Medical Insurance	80%	0%
Dental Insurance	73%	0%
Vision Insurance	60%	0%
Life Insurance	60%	0%
Child Care	0%	0%

**OTHER**

Almost all employers provide promotional opportunities into occupations such as Teller, Paralegal, Secretary, Bookkeeper, or Policy Servicer.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 3**  
(Over 30 days up to and including 3 months)

**General Education Development (GED)**

Reasoning Development .....	3
Mathematical Development .....	1
Language Development.....	2

**Aptitudes:**

<b>G</b> -Intelligence .....	3	<b>K</b> -Motor Coordination.....	3
<b>V</b> -Verbal aptitude .....	3	<b>F</b> -Finger Dexterity .....	3
<b>N</b> -Numerical Aptitude ....	4	<b>M</b> -Manual Dexterity .....	3
<b>S</b> -Spatial Aptitude .....	4	<b>E</b> -Eye/Hand/Foot Coordination ....	5
<b>P</b> -Form Perception .....	4	<b>C</b> -Color Discrimination .....	4
<b>Q</b> -Clerical Perception ....	2		

GOE Code: 07.07.01

California Occupational Guide #261

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# FIRST LINE SUPERVISORS & MANAGER/SUPERVISORS

## - PRODUCTION AND OPERATING WORKER

OES Code: 871080

Surveyed: 2000

17 Firms Responded - 222 Employees - 27 New Hires

### DESCRIPTION

First Line Supervisors and Manager/Supervisors of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same production work as the workers they supervise. Please do not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties.

### Related DOT Titles

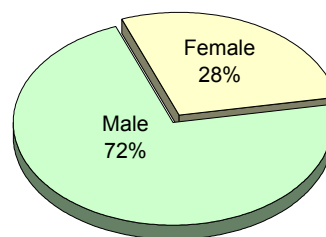
Title	DOT Code
Supervisor	500.131-010
Plant Supervisor	529.132-014
Production Supervisor	539.137-014

### EMPLOYMENT TRENDS

#### Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding experienced applicants at times. For inexperienced applicants, the supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through turnover, some are from growth. The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and in-house promotion or transfer.

#### Gender



#### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Much faster than average

Job Growth	42.3%	Forecast
Openings	110	1997 110
Separations	50	2004 50

Most employers report stability in occupational employment over the last 12 months; few report growth. Over the next 2 years, most employers expect stability; some expect growth.

#### Where the Jobs Are

SIC	Industry
202	Dairy Products
275	Commercial Printing
364	Electric Lighting & Wiring Equipment
373	Ship & Boat Building & Repairing

### EMPLOYER REQUIREMENTS

#### Job Skills

##### Technical

- Ability to follow safe equipment operation practices
- Ability to plan and organize the work of others
- Ability to explain and follow grievance procedures
- Ability to write effectively
- Basic construction skills

- Ability to give oral instructions
- Problem solving skills
- Knowledge of the technical aspects of subordinates' duties
- Ability to perform assembly work

##### Personal

- Ability to work independently
- Ability to deal effectively with difficult individuals
- Interpersonal skills
- Ability to manage a multicultural workforce

- Ability to motivate others
- Ability to work under pressure
- Ability to manage multiple priorities
- Ability to manage unexpected situations or circumstances

##### Basic

- Ability to read and follow instructions
- Basic math skills

- Oral communication skills
- Ability to write legibly



# FIRST LINE SUPERVISORS & MANAGER/SUPERVISORS

OES Code: 871080

- PRODUCTION & OPERATING WORKERS

17 Firms Responded - 222 Employees - 27 New Hires

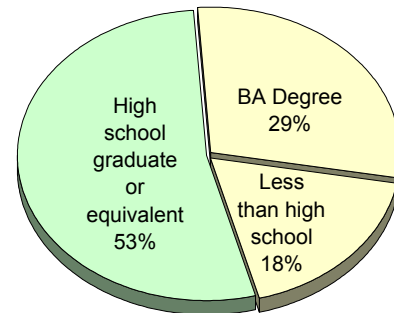
Surveyed: 2000

## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 28 months)	65%	18%	18%
Other occupational experience accepted*	43%	57%	NA
Other experience: (*14 employers responded, average 26 months): Asst. Mgr., Business Mgr., or Electrical/Maintenance position			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	14%	86%	NA
Technical or Vocational Training required	12%	76%	12%
Type of training: (*14 employers responded, average 9 months): Electrical/Maintenance, Business Ethics, or Business Management			

## EDUCATION: MINIMUM REQUIREMENTS

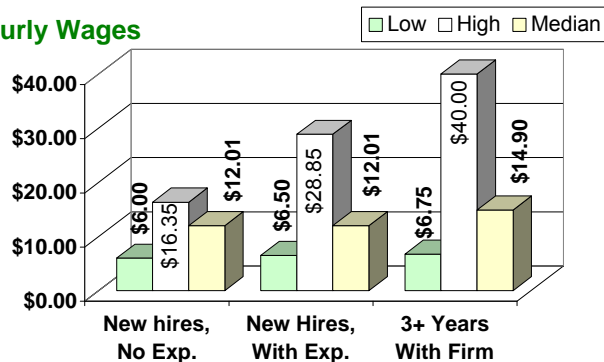


## Computer Software

Many employers seek applicants with word processing skills; some seek spreadsheet software skills; and few seek database software skills.

## BENEFITS & WAGES

### Hourly Wages



### Benefits- Full-time employees

	1	2	3	4
Vacation	88%	0%	6%	6%
Sick Leave	71%	0%	6%	24%
Retirement Plan	76%	0%	6%	18%
Medical Insurance	88%	0%	6%	6%
Dental Insurance	82%	0%	6%	12%
Vision Insurance	65%	0%	6%	29%
Life Insurance	71%	0%	6%	24%
Child Care	0%	0%	6%	94%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Almost all positions are full-time, with employees working 40 to 45 hours/week. Few positions are part-time, with employees working 30 hours/week. All employers have a day shift, many have a swing and graveyard shift.

## OTHER

Some employers provide promotional opportunities into occupations such as Human Resources, or Plant Manager.

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 7**  
(Over 2 years up to and including 4 years)

### General Education Development (GED)

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development..... 4

### Aptitudes:

G-Intelligence ..... 3  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 3  
S-Spatial Aptitude ..... 3  
P-Form Perception ..... 3  
Q-Clerical Perception .... 3  
K-Motor Coordination ..... 4  
F-Finger Dexterity ..... 4  
M-Manual Dexterity ..... 4  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 5

GOE Code: 06.02.01

California Occupational Guide #NA

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# GENERAL OFFICE CLERKS

OES Code: 553470

Surveyed: 1999

16 Firms Responded - 99 Employees - 75 New Hires

## DESCRIPTION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

## Related DOT Titles

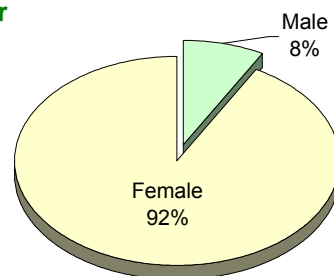
Title	DOT Code
Clerk, General	209.562-010
Office Clerk	209.567-022
Administrative Clerk	219.362-010
Ward Clerk	245.362-014

## EMPLOYMENT TRENDS

### Supply & Demand

Supply of experienced and inexperienced applicants is considerably greater than demand, creating a competitive job market for job seekers. Most employers report the same occupational size as last year; few report growth; and some report a decline. Most of the positions filled over the last 12 months were from promotions; some were from turnover/separation; and few were from growth or temporary positions. The three most successful recruitment methods for employers are the newspaper ads, the Employment Development Department, and in-house promotions or transfers.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Slower than average

Job Growth	9.9%	Forecast	
Openings	90	1997	910
Separations	150	2004	1,000

### Where the Jobs Are

SIC	Industry
504	Professional & Commercial Equipment
531	Department Stores
821	Elementary & Secondary Schools
903	Local Government, Except Hosp. & Educ.

Most employers report the same occupational size as last year; few report growth; and some report a decline. Almost all employers expect occupational employment at their firm to remain stable over the next 2 years; some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Telephone answering skills  
Alphabetic and numeric filing skills  
Record keeping skills  
Ability to type at least 45 wpm

English grammar, spelling, and punctuations skills  
Ability to write effectively  
Ability to operate a 10-key adding machine by touch  
Ability to operate a transcribing machine

#### Personal

Public contact skills  
Ability to perform routine, repetitive work

Ability to work independently  
Willingness to work with close supervision

#### Basic

Ability to read and follow instructions  
Basic math skills

Oral communication skills  
Ability to write legibly

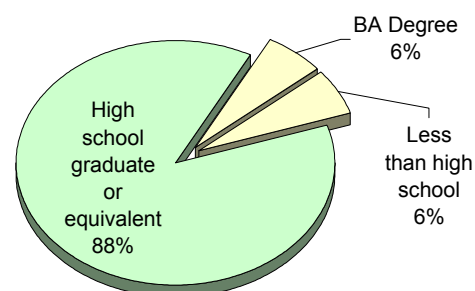


## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 13 months)	44%	38%	19%
Other occupational experience accepted	70%	30%	NA
Other experience: (*10 employers responded, average 12 months): Clerical field, Business field, Accounting, or Office Clerk.			

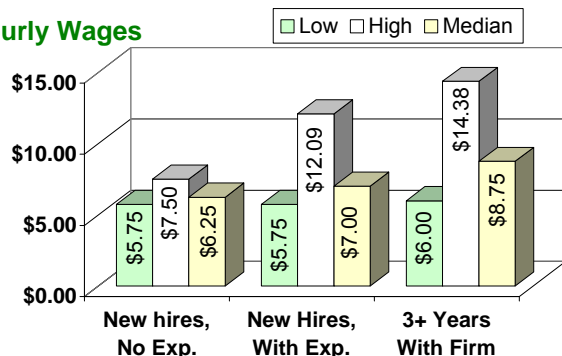
Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	70%	30%	NA
Technical or Vocational Training required	13%	81%	6%
Type of acceptable training: Legal training, Spouse Abuse training, or Office training.			

## EDUCATION: MINIMUM REQUIREMENTS



## BENEFITS &amp; WAGES

## Hourly Wages



Almost all the positions are full-time, with employees working 40 hours/week. Few positions are part-time, with employees working 20 to 30 hours/week. Few positions are temporary/on-call or seasonal, with employees working 35 to 40 hours/week. All employers have a day shift, few have an evening shift.

## Benefits:

	Full-time	Part-time
Vacation	75%	13%
Sick Leave	69%	6%
Retirement Plan	50%	6%
Medical Insurance	75%	0%
Dental Insurance	69%	0%
Vision Insurance	50%	0%
Life Insurance	38%	0%
Child Care	6%	0%

## OTHER

Most employers provide promotional opportunities into occupations such as Account Clerk, Office Manager, Counselor, Management, Secretary, Office Tech., or Supervisor.

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 3**  
(Over 30 days up to and including 3 months)

**General Education Development (GED)**

Reasoning Development ..... 3  
Mathematical Development ..... 2  
Language Development..... 3

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 3  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 4  
Q-Clerical Perception .... 3  
K-Motor Coordination ..... 4  
F-Finger Dexterity ..... 3  
M-Manual Dexterity ..... 4  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 5

# GRADERS & SORTERS—AGRICULTURAL PRODUCTS

OES Code: 790110

Surveyed: 1999

15 Firms Responded - 884 Employees - 362 New Hires

## DESCRIPTION

Graders and Sorters grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition. Please do not include Inspectors and Graders of processed agricultural products.

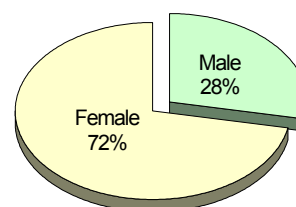
Related DOT Titles	
Title	DOT Code
Cotton Classer	429.387-010
Sorter, Agricultural Produce	529.687-186
Egg Candler	529.687-074

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in job seeking. For inexperienced applicants, supply is considerably greater than demand, creating a competitive job market for applicants. Almost all the positions filled over the last 12 months were from temporary positions; few were from turnover. The three most successful recruitment methods for employers are word of mouth, Walk-in applicants, and employees' referrals.

### Gender



**Projections** (EDD/LMID Projection of Employment)  
Size of Occupation: Medium  
Growth Rate: Decline

### Where the Jobs Are

SIC	Industry
514	Groceries and Related Products
515	Farm-Product Raw Materials

Job Growth		Forecast	
Openings	-10	1997	110
Separations	20	2004	100

Almost all employers report the same occupational size as last year; few report growth. Most employers expect occupational employment at their firm to remain stable; some expect growth; and few expect a decline.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to perform basic mathematical computations	Ability to work rapidly
Good eye-hand coordination	Good vision
Manual dexterity	

#### Physical

Ability to lift at least 50 lbs.	Ability to stand for prolonged periods
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#### Personal

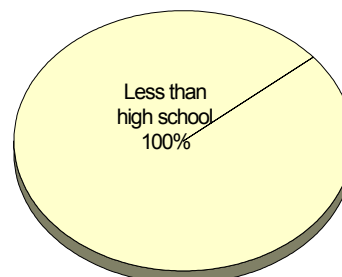
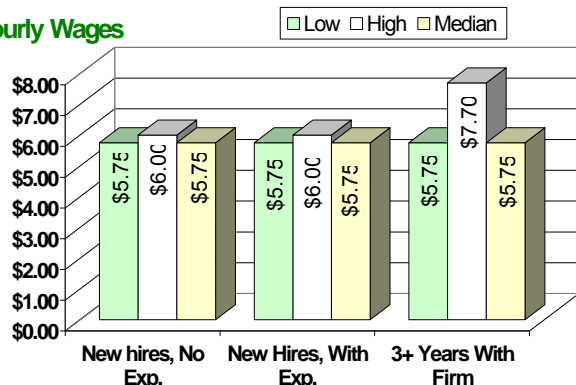
Ability to do routine, repetitive work	Willingness to work with close supervision
Ability to work independently	

#### Basic

Ability to read and follow instructions	Oral communication skills
Ability to write legibly	

**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 6 months)	13%	73%	13%
Other occupational experience accepted*	25%	75%	NA
Other experience: (*4 employers responded, average 4 months): Any work history.			

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Almost all the positions are seasonal, with employees working 20 to 56 hours/week. Few positions are full-time or temporary, with employees working 40 to 48 hours/week. Almost all employers have a day shift; some have a swing shift; and few have a graveyard shift.

**Benefits:**

	Full-time	Part-time
Vacation	20%	0%
Sick Leave	13%	0%
Retirement Plan	13%	0%
Medical Insurance	13%	0%
Dental Insurance	7%	0%
Vision Insurance	7%	0%
Life Insurance	13%	0%
Child Care	0%	0%

**OTHER**

Many employers provide promotional opportunities into occupations such as Floor Lady, Floor Supervisor, Forklift Operator, or Steam Operator.

**ASSESSMENT CODES****Specific Vocational Preparation (SVP): 2**

(Anything beyond a short demo up to and including 30 days)

**General Education Development (GED)**

Reasoning Development ..... 1  
Mathematical Development ..... 1  
Language Development..... 1

**Aptitudes:**

G-Intelligence ..... 4  
V-Verbal aptitude ..... 4  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 4  
Q-Clerical Perception .... 5  
K-Motor Coordination ..... 4  
F-Finger Dexterity ..... 4  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 4

GOE Code: 03.04.01

California Occupational Guide # NA

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# HEATING, AIR CONDITIONING & REFRIGERATION MECHANICS & INSTALLERS

OES Code: 859020

Surveyed: 1998

15 Firms Responded - 85 Employees - 31 New Hires

## DESCRIPTION

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Please do not include workers who do only plumbing and pipefitting work.

## Related DOT Titles

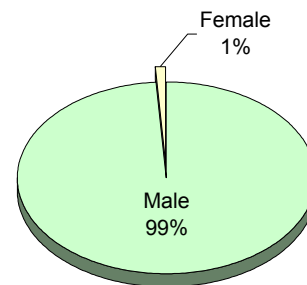
Title	DOT Code
Refrigeration Mechanic	637.261-026
Refrigeration Unit Repairer	637.381-014
Furnace Installer & Repairer	869.281-010

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced applicants very difficult. Suggesting employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. For inexperienced applicants, employers report some difficulty finding applicants. Suggesting employer demand is somewhat greater than the supply of applicants. Employers may have some difficulty finding qualified applicants at times. Most employment opportunities are generated through turnover, some through growth. The three most successful recruitment methods for employers are newspaper ads, employees' referrals, and hire unsolicited applicants.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Remain stable

### Where the Jobs Are

SIC	Industry
171	Plumbing, Heating, Air Conditioning
762	Electrical Repair Shops

Job Growth	0.0%	Forecast
Openings	0	1997 30
Separations	10	2004 30

Most employers report the same occupational size as last year, some report growth. Many employers expect employment to grow over the next three years; some expect employment to remain stable.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Possession of a valid driver's license
- Understanding of circuit design
- Soldering skills

- Problem solving skills
- Sheet metal working skills
- Ability to read blueprints

#### Physical

- Ability to lift 100 lbs. repeatedly

#### Personal

- Ability to provide own hand tools
- Ability to work independently

- Public contact skills
- Possession of a good DMV driving record

#### Basic

- Oral communication skills
- Ability to write legibly

- Ability to read and follow instructions
- Basic math skills

# HEATING, AIRCONDITIONING & REFRIGERATION MECHANICS & INSTALLERS

OES Code: 859020

15 Firms Responded - 85 Employees - 31 New Hires

Surveyed: 1998

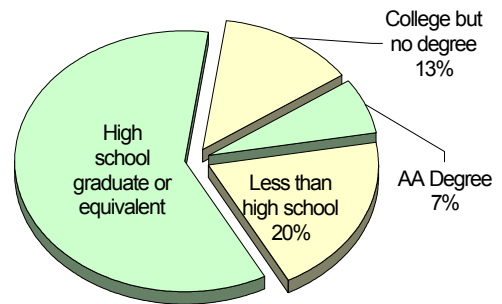
## EMPLOYER REQUIREMENTS (continued)

### Training & Experience

Most employers usually or always require work experience of applicants. Employers suggest 12 to 24 months as a HVAC Technician, or 24 months of building maintenance or mechanical experience.

Many employers may allow training to substitute for work experience. Employers suggest 6 to 18 months of HVAC training.

### EDUCATION: MINIMUM REQUIREMENTS



## BENEFITS & WAGES

### Hourly Wages - Union

	Low	High	Median
New Hire, No Exp.	Information not available		
New Hire, W/Exp.	\$12.00	\$15.36	\$13.36
3+ Years W/Firm	\$14.00	\$15.36	\$14.73

### Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	\$6.00	\$8.00	\$7.00
New Hire, W/Exp.	\$8.00	\$14.00	\$10.00
3+ Years W/Firm	\$11.00	\$20.00	\$14.00

Almost all of the positions are full-time, with employees working 40 to 50 hours/week. Few positions are part-time, with employees working 20 hours/week.

### Benefits

	Full-time	Part-time
Vacation	80%	0%
Sick Leave	33%	0%
Retirement Plan	73%	0%
Medical Insurance	73%	0%
Dental Insurance	47%	0%
Vision Insurance	47%	0%
Life Insurance	53%	0%
Child Care	7%	0%

### OTHER

Some employers provide promotional opportunities into management positions.

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 7**  
(Over 2 years up to and including 4 years)

### General Education Development (GED)

Reasoning Development .....	4
Mathematical Development .....	3
Language Development .....	3

### Aptitudes:

G-Intelligence .....	3	K-Motor Coordination .....	3
V-Verbal aptitude .....	3	F-Finger Dexterity .....	3
N-Numerical Aptitude ....	3	M-Manual Dexterity .....	3
S-Spatial Aptitude .....	2	E-Eye/Hand/Foot Coordination ....	4
P-Form Perception .....	3	C-Color Discrimination .....	5
Q-Clerical Perception ....	4		

GOE Code: 05.05.09

California Occupational Guide #32

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# HELPERS - CARPENTERS & RELATED

OES Code: 983120

Surveyed: 1999

16 Firms Responded - 68 Employees - 61 New Hires

## DESCRIPTION

Carpenters' Helpers and Related Workers help Carpenters or carpentry related craft workers by performing duties of lesser skill. Their duties include supplying or holding materials or tools and cleaning work area and equipment. Please do not include apprentice workers or construction or maintenance laborers who do not primarily assist Carpenters or carpentry related craft workers.

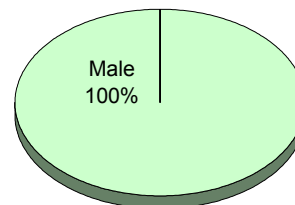
Related DOT Titles	
Title	DOT Code
Joiner Helper	890.664-014

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is considerably greater than supply of experienced applicants. Employers often cannot find qualified applicants when an opening exists. For inexperienced applicants, employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Many positions filled over the last 12 months were from growth or turnover; few were from temporary positions. The three most successful recruitment methods for employers are walk-in applicants, employees' referrals, and newspapers ads.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Much faster than average

Job Growth	30.8%	Forecast	
Openings	40	1997	130
Separations	40	2004	170

### Where the Jobs Are

SIC	Industry
152	Residential Building Construction
177	Concrete Work

Many employers report growth in occupational size at their firm; some report stability; and few report a decline. Over the next 2 years, employers expect employment at their firm to remain stable; many also expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to perform basic mathematical computations	Ability to use and read a tape measure
Ability to use hand tools	Trained in safe work practices

#### Physical

Ability to do strenuous, physically demanding work	Ability to lift at least 50 lbs.
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#### Personal

Ability to work independently	Willingness to work with close supervision
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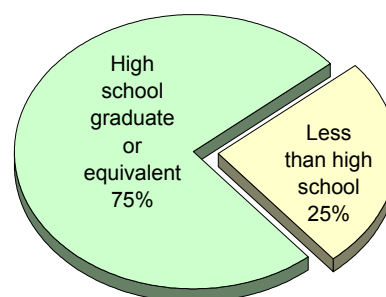
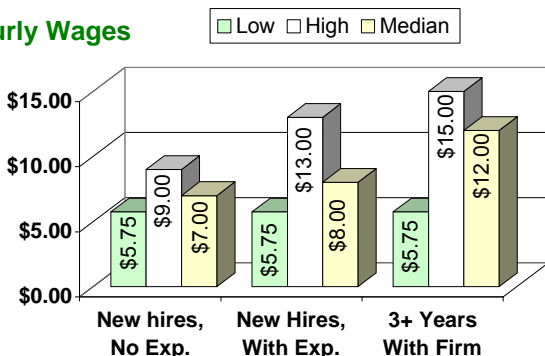
#### Basic

Ability to follow oral instructions	Ability to read and follow instructions
Ability to write legibly	

**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 16 months)	19%	69%	13%
Other occupational experience accepted	60%	40%	NA
Other experience: (average 14 months): Painter, Landscaper, General Laborer, or Construction related field.			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (ave. 6 months)	20%	80%	NA
Technical or Vocational Training required	6%	94%	0%
Type of acceptable training: (6 months average) Carpentry			

**EDUCATION: MINIMUM  
REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Almost all of the positions are full-time, with employees working 40 to 45 hours/week. Few positions are part-time, with employees working 20 to 32 hours/week. Few positions are seasonal, with employees working 40 hours/week. All employers have a day shift only.

**Benefits:**

	Full-time	Part-time
Vacation	50%	0%
Sick Leave	13%	0%
Retirement Plan	6%	0%
Medical Insurance	44%	0%
Dental Insurance	0%	0%
Vision Insurance	0%	0%
Life Insurance	6%	0%
Child Care	0%	0%

**OTHER**

Almost all employers provide promotional opportunities into occupations such as Carpenter, Foreman, Title Setter, Finishers, Journeyman Carpenter, Lead Carpenter.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 4**  
(Over 3 months up to and including 6 months)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development..... 3

**Aptitudes:**

G-Intelligence ..... 3      K-Motor Coordination ..... 2  
V-Verbal aptitude ..... 3      F-Finger Dexterity ..... 3  
N-Numerical Aptitude .... 3      M-Manual Dexterity ..... 4  
S-Spatial Aptitude ..... 4      E-Eye/Hand/Foot Coordination .... 5  
P-Form Perception ..... 4      C-Color Discrimination ..... 4  
Q-Clerical Perception .... 2

GOE Code: 17.02.04

California Occupational Guide #NA

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS



# HOTEL DESK CLERKS

OES Code: 538080

Surveyed: 2000

12 Firms Responded - 80 Employees 32 New Hires

## DESCRIPTION

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

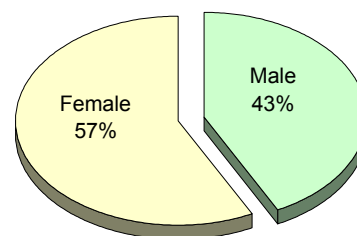
Title	Related DOT Titles	DOT Code
Hotel Clerk		238.367-038

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Almost all employment opportunities are generated through turnover, few are from growth. The top three most successful recruitment methods for employers are employee referrals, newspaper ads, and walk-in applicants.

### Gender



### Where the Jobs Are

**SIC Industry**  
701 Hotels & Motels

### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Slower than average

Job Growth	16.7%	Forecast	
Openings	10	1997	60
Separations	20	2004	70

Most employers report stability in occupational employment over the last 12 months; few report growth or a decline. Over the next 2 years, most employers expect stability in occupational employment; some expect growth; and few expect a decline.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Cash handling skills  
Ability to follow billing procedures

Ability to write effectively  
Record keeping skills

#### Personal

Ability to work independently  
Good grooming skills  
Customer service skills

Ability to work under pressure  
Public contact skills  
Willingness to work with close supervision

#### Basic

Ability to write legibly  
Ability to read and follow instructions

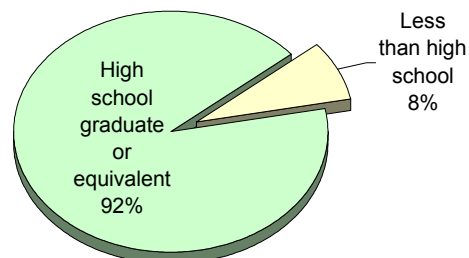
Oral communication skills  
Basic math skills



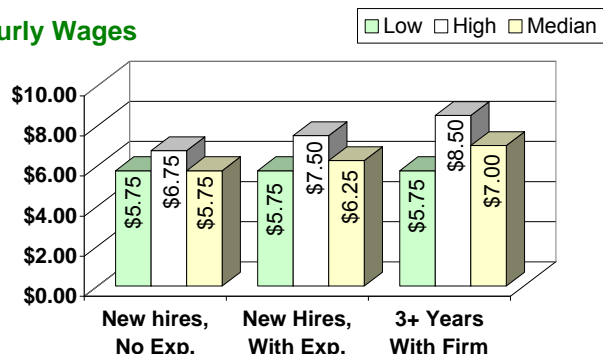
**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 10 months)	25%	50%	25%
Other occupational experience accepted*	83%	17%	NA
Other experience: (*6 employers responded, average 12 months): Cashier, Secretary, or a customer service position			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	17%	83%	NA
Technical or Vocational Training required	0%	100%	0%
Type of training: (*6 employers responded): Technical or Vocational training is not required by surveyed employers.			

**EDUCATION: MINIMUM  
REQUIREMENTS****Computer Software**

Few employers seek applicants with word processing skills and/or spreadsheet software skills.

**BENEFITS & WAGES****Hourly Wages****Benefits— Full-time employees**

	1	2	3	4
Vacation	36%	0%	0%	64%
Sick Leave	9%	0%	0%	91%
Retirement Plan	18%	0%	0%	82%
Medical Insurance	27%	0%	0%	73%
Dental Insurance	18%	0%	0%	82%
Vision Insurance	9%	0%	0%	91%
Life Insurance	18%	0%	0%	82%
Child Care	0%	0%	0%	100%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Almost all positions are full-time, with employees working 40 hours/week. Few positions are part-time, with employees working 20 to 25 hours/week. All employers have a day shift, and almost all have a swing and graveyard shift.

**OTHER**

Many employers provide promotional opportunities into occupations such as Front Desk Manager, Assistant Manager, or Manager.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 4**  
(Over 3 months up to and including 6 months)

**General Education Development (GED)**

Reasoning Development ..... 3  
Mathematical Development ..... 3  
Language Development..... 3

**Aptitudes:**

G-Intelligence ..... 3      K-Motor Coordination ..... 4  
V-Verbal aptitude ..... 3      F-Finger Dexterity ..... 3  
N-Numerical Aptitude .... 3      M-Manual Dexterity ..... 4  
S-Spatial Aptitude ..... 4      E-Eye/Hand/Foot Coordination .... 5  
P-Form Perception ..... 4      C-Color Discrimination ..... 5  
Q-Clerical Perception .... 3

GOE Code: 07.04.03

California Occupational Guide #70

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# INDUSTRIAL PRODUCTION MANAGERS

OES Code: 150140

Surveyed: 1999

18 Firms Responded - 93 Employees - 29 New Hires

## DESCRIPTION

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

### Related DOT Titles

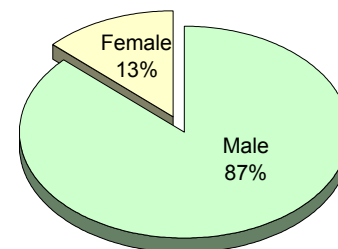
Title	DOT Code
Superintendent	180.167-0454
Production Supervisor	183.117-014
Director, Quality Assurance	186.117.042
Superintendent, Maintenance	189.167-046

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Many of the positions filled over the last 12 months were from promotions; some were from turnover/separation or growth. The three most successful recruitment methods for employers are newspaper ads, in-house promotions or transfers, and the Employment Development Department.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Much faster than average

Job Growth	50.0%	Forecast
Openings	50	1997 100
Separations	20	2004 150

Most employers report the same occupational size as last year; some report growth, and few report a decline. Over the next 24 months, most employers expect occupational employment at their firm to remain stable; some expect growth.

### Where the Jobs Are

SIC	Industry
203	Preserved Fruits and Vegetables
208	Beverages
245	Wood Buildings and Mobile Homes
275	Commercial Printing
352	Farm and Garden Machinery
364	Electric Lighting and Wiring Equipment
373	Ship and Boat Building and Repairing

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Ability to follow oral instructions
- Ability to manage a activity or department
- Ability to plan and organize the work of others
- Ability to write effectively
- Problem solving skills

- Ability to hire/assign personnel
- Ability to motivate others
- Ability to use a computer terminal
- Performance appraisal skills
- Record keeping skills

#### Personal

- Ability to interact well with others
- Ability to work independently

- Be a team player

#### Basic

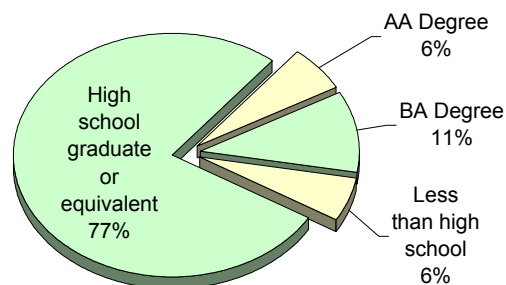
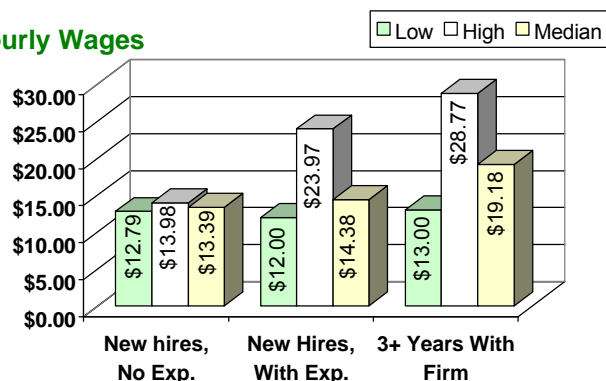
- Ability to read and follow instructions
- Oral communication skills

- Ability to write legibly

**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (ave. of 41 months)	83%	11%	6%
Other occupational experience accepted	25%	75%	NA
Other experience: (16 employers responded, average of 30 months): Management field, Warehouse Manager, or Business Field			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	0%	100%	NA
Technical or Vocational Training required	11%	89%	0%
Type of acceptable training: Printing, or Cabinet Making			

**EDUCATION: MINIMUM  
REQUIREMENTS****BENEFITS & WAGES****Hourly Wages****Benefits:**

	Full-time	Part-time
Vacation	100%	NA
Sick Leave	72%	NA
Retirement Plan	72%	NA
Medical Insurance	100%	NA
Dental Insurance	72%	NA
Vision Insurance	44%	NA
Life Insurance	78%	NA
Child Care	0%	NA

**OTHER**

Many employers provide promotional opportunities into occupations such as Vice President, Director of Operations, Managers, or Plant Managers

All of the positions are full-time, with employees working 40 to 60 hours/week. All employers have a day shift, some have a swing shift, and few have a graveyard shift.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 8**  
(Over 4 years up to and including 10 years)

**General Education Development (GED)**

Reasoning Development ..... 5  
Mathematical Development ..... 5  
Language Development..... 5

**Aptitudes:**

G-Intelligence ..... 2  
V-Verbal aptitude ..... 2  
N-Numerical Aptitude .... 3  
S-Spatial Aptitude ..... 2  
P-Form Perception ..... 2  
Q-Clerical Perception .... 2  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 3  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 3

# INDUSTRIAL TRUCK & TRACTOR OPERATORS

OES Code: 979470

Surveyed: 2000

18 Firms Responded - 426 Employees - 35 New Hires

## DESCRIPTION

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Please do not include Logging Tractor Operators.

### Related DOT Titles

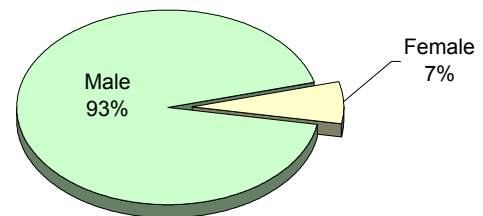
Title	DOT Code
Front End Loader Operator	921.683-042
Industrial Truck Operator	921.683-050
Yard Worker	929.583-010
Tractor Operator	929.683-014

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. For inexperienced applicants, supply is considerably greater than demand, creating a very competitive job market for applicants. Almost all employment opportunities are generated through turnover, few are from growth. The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and walk-in applicants.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Slower than average

Job Growth	5.3%	Forecast	
Openings	10	1997	190
Separations	30	2004	200

Almost all employers report stability in occupational employment over the last 12 months; few report growth. Over the next 2 years, most employers expect stability in occupational employment; some expect growth.

### Where the Jobs Are

SIC	Industry
203	Preserved Fruits and Vegetables
208	Beverages
901	Federal Government

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Possession of a valid driver's license
- Possession of a fork lift drivers' license

Automotive maintenance

#### Physical

- Good eye-hand coordination
- Ability to lift at least 50 lbs. repeatedly

Ability to pass a pre-employment medical examination

#### Personal

- Ability to work with close supervision
- Possession of a mechanical aptitude

Willingness to work with close supervision

#### Basic

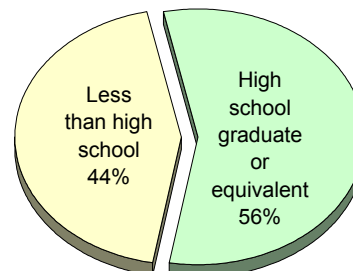
- Ability to write legibly
- Ability to read and follow instructions

Oral communication skills  
Basic math skills

**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 18 months)	72%	17%	11%
Other occupational experience accepted*	71%	29%	NA
Other experience: (*14 employers responded, average 16 months): Warehouse, Construction, Maintenance Workers			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	47%	53%	NA
Technical or Vocational Training required	0%	89%	11%
Type of training: (*15 employers responded): Dairy Courses or Diesel Mechanics training.			

**EDUCATION: MINIMUM  
REQUIREMENTS****Computer Software**

Few employers seek applicants with word processing skills and/or spreadsheet software skills.

**BENEFITS & WAGES****Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	Information not available		
New Hire, W/Exp.	\$8.00	\$12.87	\$10.00
3+ Years W/Firm	\$10.00	\$19.00	\$12.39

**Hourly Wages - NonUnion**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$8.50	\$6.50
New Hire, W/Exp.	\$6.25	\$11.10	\$9.00
3+ Years W/Firm	\$8.00	\$13.00	\$10.00

**Benefits- Full-time employees**

	1	2	3	4
Vacation	67%	0%	0%	33%
Sick Leave	50%	0%	0%	50%
Retirement Plan	67%	0%	0%	33%
Medical Insurance	72%	6%	0%	22%
Dental Insurance	50%	0%	0%	50%
Vision Insurance	39%	0%	0%	61%
Life Insurance	61%	0%	0%	39%
Child Care	0%	0%	0%	100%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Almost all positions are full-time, with employees working 40 hours/week. Few positions are part-time, with employees working 15 to 35 hours/week. All employer have a day shift, some have a swing and graveyard shifts.

**OTHER**

Many employers provide promotional opportunities into occupations such as Supervisor, Assistant Manager, Office Manager, Foreman, Truck Driver, Lead Man, Shipping Manager, or Dispatcher.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 3**  
(Over 30 days up to and including 3 months)

**General Education Development (GED)**

Reasoning Development ..... 2  
Mathematical Development ..... 1  
Language Development..... 1

**Aptitudes:**

G-Intelligence ..... 4  
V-Verbal aptitude ..... 4  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 3  
P-Form Perception ..... 4  
Q-Clerical Perception .... 4  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 4  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 3  
C-Color Discrimination ..... 4

GOE Code: 06.04.04

California Occupational Guide #190

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# INTERVIEWING CLERKS

## - EXCEPT PERSONNEL, SOCIAL WELFARE

OES Code: 150140

Surveyed: 1999

12 Firms Responded - 79 Employees - 199 New Hires

### DESCRIPTION

Interview Clerks, except Personnel and Social Welfare, interview the public to obtain information. Their duties include contacting persons by telephone, mail, or in person for the purpose of completing forms, applications, or questionnaires; asking specific questions, recording answers, and assisting persons with completing forms. This occupation may include sorting, classifying, and filing forms. Please do not

include workers whose primary duty is processing applications.

### Related DOT Titles

Title	DOT Code
Hospital-Admitting Clerk	205.362-018
Registration Clerk	205.367-042
Survey Worker	205.367-058

### EMPLOYMENT TRENDS

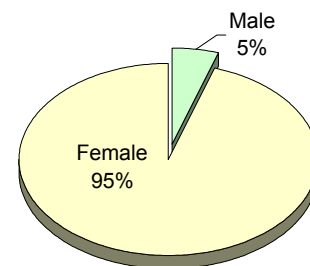
#### Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. For inexperienced applicants, supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Almost all position filled over the last 12 months were from temporary/on-call positions, few were from turnover/separation or growth. The three most successful recruitment methods for employers are newspaper ads, employees' referrals, and walk-in applicants.

#### Where the Jobs Are

SIC	Industry
806	Hospitals

#### Gender



#### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Remain stable

Job Growth	0.0%	Forecast	
Openings	0	1997	60
Separations	10	2004	60

Most employers report the same occupational size as last year; some report growth. Over the next 2 years, most employers expect employment at their firm will remain stable; some expect growth.

### EMPLOYER REQUIREMENTS

#### Job Skills

##### Technical

Ability to perform basic mathematical computations	Ability to use a personal computer
Ability to write effectively	Professional telephone techniques
Ability to handle difficult customers with diplomacy	Public contact skills
Record keeping skills	

##### Physical

Ability to sit for prolonged periods

##### Personal

Ability to do routine, repetitive work	Ability to work independently
Ability to work under pressure	Willingness to work with close supervision

##### Basic

Ability to read and follow instructions	Ability to write legibly
Oral communication skills	



# INTERVIEWING CLERKS

- EXCEPT PERSONNEL, SOCIAL WELFARE

OES Code: 150140

12 Firms Responded - 79 Employees - 199 New Hires

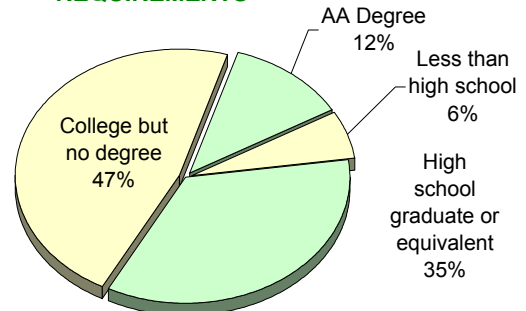
Surveyed: 1999

## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (ave. of 13 months)	25%	58%	17%
Other occupational experience accepted	20%	80%	NA
Other experience: (5 employers responded, average of 12 months): Retail position, Stock Clerk, any occupation			

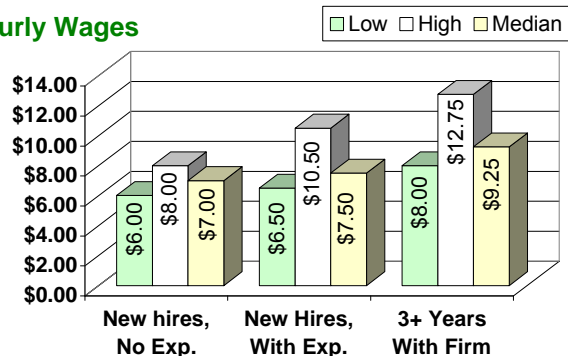
Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	20%	80%	NA
Technical or Vocational Training required	17%	75%	8%
Type of acceptable training: (*5 employers responded) Computer training.			

## EDUCATION: MINIMUM REQUIREMENTS



## BENEFITS & WAGES

### Hourly Wages



### Benefits:

	Full-time	Part-time
Vacation	67%	17%
Sick Leave	50%	17%
Retirement Plan	33%	17%
Medical Insurance	50%	17%
Dental Insurance	33%	17%
Vision Insurance	17%	8%
Life Insurance	50%	17%
Child Care	0%	0%

Many of the positions are full-time, with employees working 40 hours/week. Many are temporary/on-call, with employees working 40 hours/week. Few positions are part-time, with employees working 15 to 25 hours/week. All employers have a day shift, some have a swing shift, and few have a graveyard shift.

### OTHER

Almost all employers provide promotional opportunities into occupations such as Administrative Secretary, Supervisor, Assistant, Billing, Exercise Counselor, Financial Counselor, Funding Specialist, or Manager.

## ASSESSMENT CODES

### Specific Vocational Preparation (SVP): 2

(Anything beyond short demo up to and including 30 days)

### General Education Development (GED)

Reasoning Development ..... 2

Mathematical Development ..... 1

Language Development..... 1

### Aptitudes:

G-Intelligence..... 4

V-Verbal aptitude ..... 4

N-Numerical Aptitude .... 4

S-Spatial Aptitude ..... 4

P-Form Perception ..... 4

Q-Clerical Perception .... 3

K-Motor Coordination.....3

F-Finger Dexterity .....4

M-Manual Dexterity .....3

E-Eye/Hand/Foot Coordination ....5

C-Color Discrimination .....5

GOE Code: 06.04.22

California Occupational Guide #47

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS



# JANITORS & CLEANERS

## - EXCEPT MAIDS & HOUSEKEEPING CLEANERS

OES Code: 670050

Surveyed: 1998

16 Firms Responded - 167 Employees - 47 New Hires

### DESCRIPTION

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing wall and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and billing, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Please do not include Maids and Housekeepers.

### Related DOT Titles

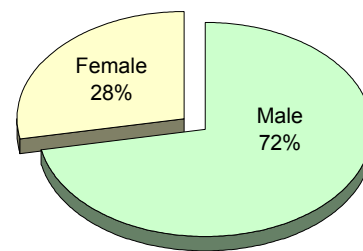
Title	DOT Code
Cleaner, Industrial	381.687-018
Waxer, Floor	381-687-034
Janitor	382-664-010
Cleaner, Window	389.687-014

### EMPLOYMENT TRENDS

#### Supply & Demand

Employers report finding experienced and inexperienced applicants a little difficult. Suggesting worker supply is somewhat larger than the demand for qualified applicants, and applicants may experience competition in job seeking. Most employment opportunities are generated through turnover, some are through growth. The three most successful recruitment methods for employers are hire unsolicited applicants, employees' referrals, and in-house promotions or transfers.

#### Gender



#### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Slower than average

Job Growth	6.0%	Forecast	
Openings	50	1997	830
Separations	130	2004	880

Most employers report the same occupational size as last year, some report growth. Most employers expect employment at their firm to remain stable over the next three years, some expect growth.

#### Where the Jobs Are

SIC	Industry
202	Dairy Products
203	Preserved Fruits and Vegetables
531	Department Stores
541	Grocery Stores
581	Eating and Drinking Places
734	Services to Buildings
821	Elementary and Secondary Schools

### EMPLOYER REQUIREMENTS

#### Job Skills

##### Technical

- Possession of a valid driver's license
- Window washing skills
- Lawn and garden care skills
- Painting skills
- Carpentry skills

- Bondable
- Ability to shampoo carpets
- Brush painting skills
- Ceramic or floor tile repair skills

##### Physical

- Ability to lift at least 100 lbs.

##### Personal

- Ability to work independently
- Possession of a reliable vehicle

- Willingness to work with close supervision

##### Basic

- Oral communication skills
- Ability to write legibly

- Ability to read and follow instructions
- Basic math skills

# JANITORS & CLEANERS

- EXCEPT MAIDS & HOUSEKEEPING CLEANERS

OES Code: 670050

16 Firms Responded - 167 Employees - 47 New Hires

Surveyed: 1998

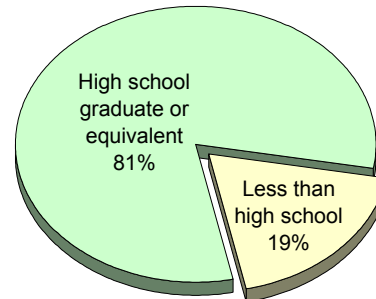
## EMPLOYER REQUIREMENTS (continued)

### Training & Experience

Most employers never require work experience of applicants, while some employers may require work experience. Employers suggest 3 to 12 months as a Janitor, 12 months as a general maintenance worker, or 3 months as a carpet cleaner.

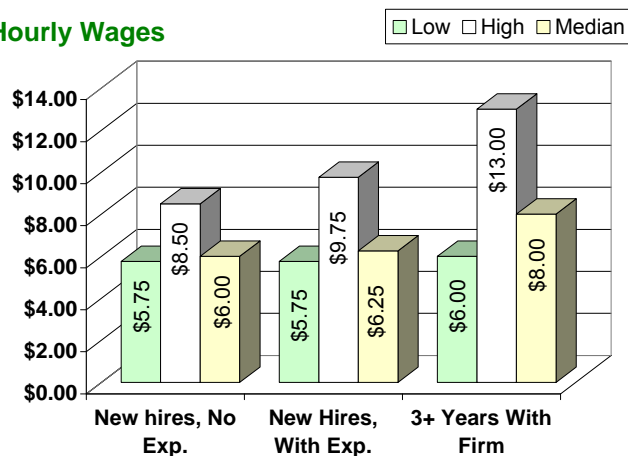
Most employers never allow training to substitute for work experience.

### EDUCATION: MINIMUM REQUIREMENTS



## BENEFITS & WAGES

### Hourly Wages



Many of the positions are full-time, with employees working 35 to 40 hours/week. Many are part-time, with employees working 19 to 30 hours/week.

### Benefits

	Full-time	Part-time
Vacation	56%	6%
Sick Leave	38%	6%
Retirement Plan	31%	0%
Medical Insurance	50%	0%
Dental Insurance	38%	0%
Vision Insurance	50%	0%
Life Insurance	31%	0%
Child Care	0%	0%

### OTHER

Many employers provide promotional opportunities into occupations such as Waiter/Waitress, Sales Floor Associate, Supervisor, or Department Manager.

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 3**  
(Over 30 days up to and including 3 months)

### General Education Development (GED)

Reasoning Development ..... 3  
Mathematical Development ..... 2  
Language Development..... 3

### Aptitudes:

G-Intelligence .....	3	K-Motor Coordination.....	3
V-Verbal aptitude .....	4	F-Finger Dexterity .....	4
N-Numerical Aptitude ....	3	M-Manual Dexterity .....	3
S-Spatial Aptitude .....	3	E-Eye/Hand/Foot Coordination ....	4
P-Form Perception .....	4	C-Color Discrimination .....	4
Q-Clerical Perception ....	4		

GOE Code: 05.12.15

California Occupational Guide #88

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# LICENSED VOCATIONAL NURSES

OES Code: 325050

Surveyed: 1998

15 Firms Responded - 104 Employees - 8 New Hires

## DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

## Related DOT Titles

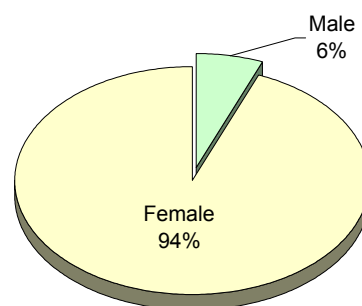
Title	DOT Code
Nurse, Licensed Practical	079.374-014

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced applicants somewhat difficult. Suggesting employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Employers report finding inexperienced applicants a little difficult. Suggesting worker supply is somewhat larger than demand for qualified inexperienced applicants, and applicants may experience competition in job seeking. Most employment opportunities are generated through turnover and some through growth. The three most successful recruitment methods for employers are newspaper ads, employees' referrals, and hire unsolicited applicants.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Slower than average

Job Growth	4.3%	Forecast
Openings	10	1997 230
Separations	30	2004 240

### Where the Jobs Are

#### SIC Industry

805	Nursing and Personal Care Facilities
806	Hospitals

Most employers report the same occupational size as last year, some report growth. Over the next 3 years employers expect employment at their firm to remain stable, some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to administer injections	Ability to detect complications in patients
Ability to write effectively	Knowledge of medical terminology
Ability to take vital signs	Record keeping skills
Ability to provide personal services to patients	Ability to follow laboratory procedures
Blood drawing skills	Inhalation therapy skills
Ability to administer an Electro-cardiograph (EKG) test	Ability to complete and explain insurance forms
Ability to apply transferring techniques moving patients	

#### Personal

Ability to handle crisis	Willingness to work with close supervision
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#### Basic

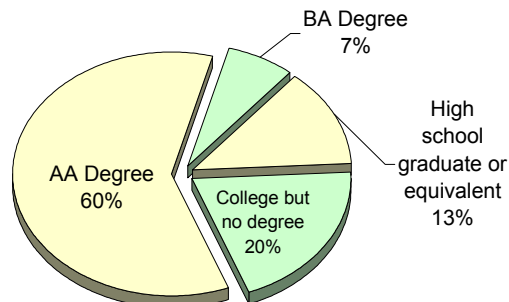
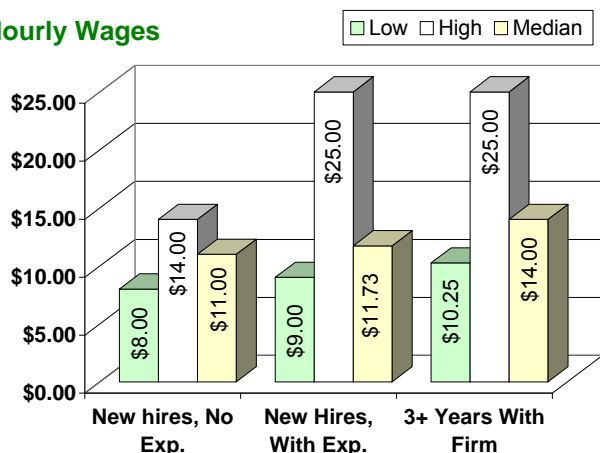
Oral communication skills	Ability to read and follow instructions
Ability to write legibly	Basic math skills

**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Almost all employers require work experience of applicants. Employers suggest 12 months experience as a Licensed Vocational Nurse.

Almost all employers allow training to substitute for work experience. Employers suggest 24 months of Licensed Vocational Nurse training.

Persons engaged in nursing and employed by a hospital, convalescent home, or any facility requiring the nursing profession must be licensed. Experience requirements to take the exam are as follows: 1) graduate from an accredited California school of vocational nursing; 2) graduate of out-of-state school of vocational nursing; 3) military nursing experience; 4) graduate of approved California school of vocational nursing and 36 months of paid experience; or 5) equivalent education or experience. Licensing fees are \$138 (Application \$50, Examination \$88). For Information and Application contact: Board of Vocational Nurse and Psychiatric Technician Examiners, 2535 Capitol Oaks Driver, Suite 200, Sacramento, CA 95833, (916) 263-7800

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Most of the positions are full-time, with employees working 36 to 40 hours/week. Few are part-time, with employees working 16 to 25 hours/week. Few are on-call positions, with employees working 16 to 24 hours/week.

**Benefits**

	Full-time	Part-time
Vacation	80%	20%
Sick Leave	80%	20%
Retirement Plan	53%	13%
Medical Insurance	80%	20%
Dental Insurance	73%	20%
Vision Insurance	47%	7%
Life Insurance	40%	7%
Child Care	0%	0%

**OTHER**

Many employers provide promotional opportunities into occupations such as Nursing Supervisor, Director of Staff Development, or Registered Nurse with the proper training and license.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP):** 6  
(Over 1 year up to and including 2 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development ..... 4

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 4  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 3  
P-Form Perception ..... 3  
Q-Clerical Perception .... 3  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 3  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 4  
C-Color Discrimination ..... 4

**GOE Code:** 10.02.01

**California Occupational Guide #313**

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# LOAN OFFICERS & COUNSELORS

OES Code: 211080

Surveyed: 2000

13 Firms Responded - 55 Employees - 9 New Hires

## DESCRIPTION

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Please include such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

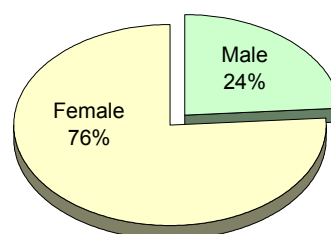
Related DOT Titles	
Title	DOT Code
Loan Counselor	186.267-014
Loan Officer	186.267-018

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. For inexperienced applicants, supply is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through turnover, some are from growth. The top three most successful recruitment methods for employers are school program referrals, colleges and universities, and newspaper ads.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small  
Growth Rate: Remain Stable

Job Growth	0.0%	Forecast	
Openings	0	1997	60
Separations	10	2004	60

Most employers report stability in occupational employment over the last 12 months; some report growth. Over the next 2 years, most employers expect growth in occupational employment; some expect stability.

### Where the Jobs Are

SIC	Industry
602	Commercial Banks
606	Credit Unions
614	Personal Credit Institutions
901	Federal Government

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Ability to interview others for information
- Ability to use a calculator
- Ability to write effectively
- Customer service skills
- Knowledge of data base software
- Knowledge of word processing software
- Record keeping skills
- Telephone answering skills

- Ability to type at least 40 wpm
- Ability to use personal computers
- Bondable
- Knowledge of business math
- Knowledge of spreadsheet software
- Public contact skills
- Skilled at clerical detail work

#### Personal

- Ability to work independently

- Ability to work under pressure

#### Basic

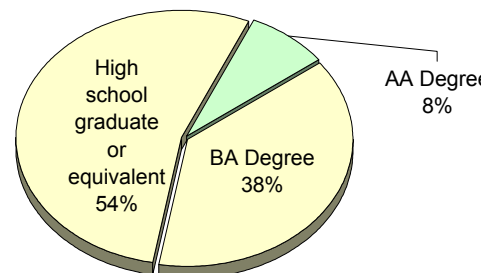
- Ability to write legibly
- Ability to read and follow instructions

- Oral communication skills

## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 25 months)	54%	0%	46%
Other occupational experience accepted*	54%	46%	NA
Other experience: (*13 employers responded, average 20 months): Teller, Bookkeeper, Cashier, Clerical position, Commercial Lender			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	15%	85%	NA
Technical or Vocational Training required	38%	62%	0%
Type of training: (*13 employers responded, average 9 months): Business, Consumer Loan, or ag. related courses			

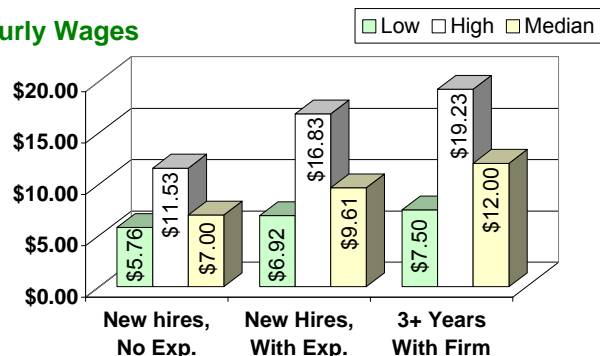
EDUCATION: MINIMUM  
REQUIREMENTS

## Computer Software

Some employers seek applicants with word processing skills and/or spreadsheet software skills.

## BENEFITS &amp; WAGES

## Hourly Wages



## Benefits- Full-time employees

	1	2	3	4
Vacation	100%	0%	0%	0%
Sick Leave	100%	0%	0%	0%
Retirement Plan	92%	0%	0%	8%
Medical Insurance	92%	0%	0%	8%
Dental Insurance	92%	0%	0%	8%
Vision Insurance	85%	0%	0%	15%
Life Insurance	92%	0%	0%	8%
Child Care	0%	0%	0%	100%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Almost all positions are full-time, with employees working 35 to 40 hours/week. Few are part-time, with employees working 30 hours/week. All employers have a day shift.

## OTHER

Most employers provide promotional opportunities into occupations such as Branch Manager, Assistant Manager, Senior Loan Officer, Management, Loan Manager, or Loan Officer - Level 2

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 7**  
(Over 1 year up to and including 2 years)

**General Education Development (GED)**

Reasoning Development ..... 5  
Mathematical Development ..... 4  
Language Development..... 4

**Aptitudes:**

G-Intelligence ..... 2  
V-Verbal aptitude ..... 2  
N-Numerical Aptitude .... 3  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 4  
Q-Clerical Perception .... 3  
K-Motor Coordination ..... 4  
F-Finger Dexterity ..... 4  
M-Manual Dexterity ..... 4  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 5

GOE Code: 11.06.03

California Occupational Guide #NA

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS



# MACHINISTS

OES Code: 891080

Surveyed: 2000

15 Firms Responded - 125 Employees - 6 New Hires

## DESCRIPTION

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

## Related DOT Titles

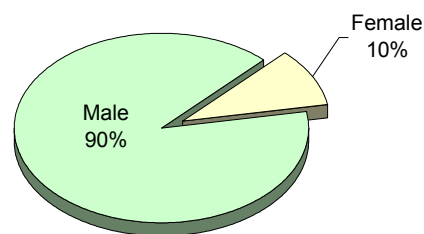
Title	DOT Code
Machinist	600.280-022
Machinist Apprentice	600.280-026
Automotive Machinist	600.280-034
Maintenance Machinist	600.280-042

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. For inexperienced applicants, supply is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through turnover, some are from growth. The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and in-house promotions or transfers.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small  
Growth Rate: Faster than average

Job Growth	25.0%	Forecast	
Openings	10	1997	40
Separations	10	2004	50

Almost all employers report stability in occupational employment over the previous 12 months; few report growth. Over the next 24 months, some employers expect growth in occupational employment; almost all expect stability.

### Where the Jobs Are

SIC	Industry
202	Dairy Products
345	Screw Machine Products, Bolts, Etc.
352	Farm and Garden Machinery and Equipment
364	Electric Lighting and Wiring Equipment
769	Miscellaneous Repair Shops

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to use hand tools  
Shop math skills  
Ability to write effectively

Ability to use precision tools  
Ability to use blueprints  
Ability to operate numerically controlled (NC) machines

#### Physical

Ability to perform precision work  
Ability to stand continuously for 2 or more hours

Manual dexterity  
Ability to lift at least 50 lbs. repeatedly

#### Personal

Ability to work with close supervision  
Ability to provide own hand tools

Willingness to work with close supervision

#### Basic

Ability to write legibly  
Ability to read and follow instructions

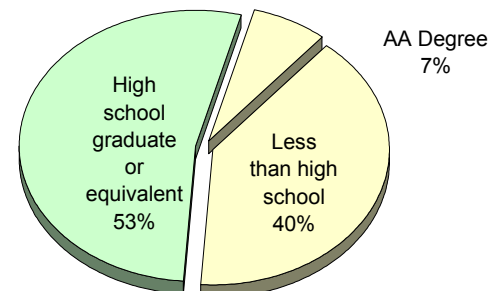
Oral communication skills



## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 29 months)	80%	13%	7%
Other occupational experience accepted*	15%	85%	NA
Other experience: (*13 employers responded, average 42 months): Welder/Welding, Auto Repairer/Office Manager			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	31%	69%	NA
Technical or Vocational Training required	20%	53%	27%
Type of training: (*13 employers responded, average 7 months): Machinery courses, welding courses			

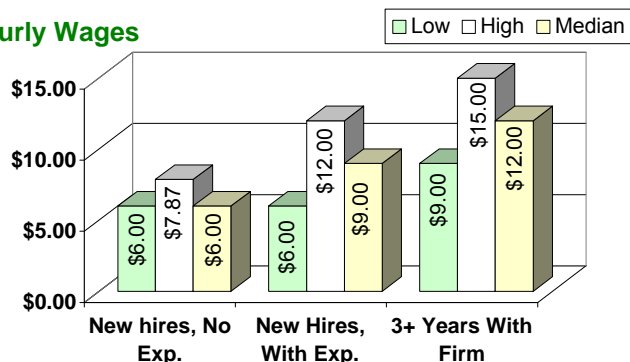
EDUCATION: MINIMUM  
REQUIREMENTS

## Computer Software

Few employers seek applicants with word processing skills and/or spreadsheet software skills.

## BENEFITS &amp; WAGES

## Hourly Wages



## Benefits— Full-time employees

	1	2	3	4
Vacation	60%	7%	0%	33%
Sick Leave	27%	0%	0%	73%
Retirement Plan	47%	0%	0%	53%
Medical Insurance	60%	7%	0%	33%
Dental Insurance	20%	7%	0%	73%
Vision Insurance	20%	0%	0%	80%
Life Insurance	20%	7%	0%	73%
Child Care	0%	0%	0%	100%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Almost all positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 30 hours/week. All employers have a day shift and few have a swing shift.

## OTHER

Many employers provide promotional opportunities into occupations such as Floor Supervisor, Group Leader/Foreman, Supervisor, or a management position.

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 7**  
(Over 2 years up to and including 4 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 4  
Language Development..... 4

**Aptitudes:**

G-Intelligence ..... 2  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 3  
S-Spatial Aptitude ..... 2  
P-Form Perception ..... 2  
Q-Clerical Perception .... 4  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 2  
M-Manual Dexterity ..... 2  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 4

GOE Code: 05.05.07

California Occupational Guide #9

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# MAIDS & HOUSEKEEPING CLEANERS

OES Code: 670020

Surveyed: 1999

15 Firms Responded - 153 Employees - 61 New Hires

## DESCRIPTION

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

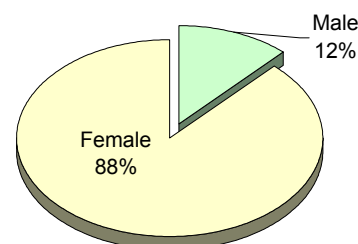
Related DOT Titles	
Title	DOT Code
Cleaner, Hospital	323.687-010
Cleaner, Housekeeping	323.687-014
Housecleaner	323.687-018

## EMPLOYMENT TRENDS

### Supply & Demand

Supply of experience and inexperienced applicants is considerably greater than demand, creating a very competitive job market for qualified applicants. Many of the positions filled over the previous 12 months were from turnover or separation; some were from growth; and few were from promotions or temporary positions. The three most successful recruitment methods for employers are newspaper ads, walk-in applicants, and employees' referrals.

### Gender



### Where the Jobs Are

SIC	Industry
651	Real Estate Operators and Lessors
701	Hotels and Motels
805	Nursing and Personal Care Facilities
806	Hospitals

### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Remain stable

Job Growth	0.0%	Forecast	
Openings	0	1997	290
Separations	40	2004	290

Many employers report the same occupational size as last year; many report growth. Over the next 24 months, most employers expect occupational size to remain stable at their firm; some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to operate commercial cleaners  
Knowledge of commercial laundry machines

Knowledge of cleaning compounds and solutions  
Bondable

#### Physical

Ability to lift at least 50 lbs.

#### Personal

Ability to work independently  
Ability to perform basic mathematical computations

Willingness to work with close supervision

#### Basic

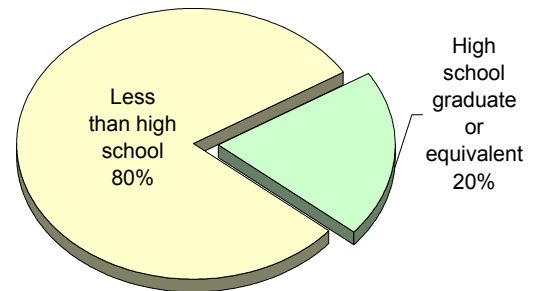
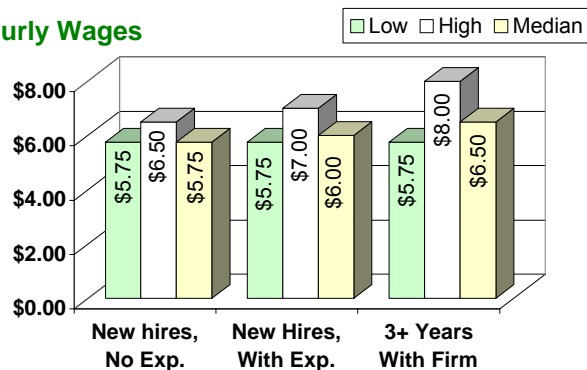
Ability to follow oral instructions  
Ability to write legibly

Ability to read and follow instructions

**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (ave. of 11 months)	7%	67%	27%
Other occupational experience accepted	20%	80%	NA
Other experience: (5 employers responded, average of 6 months): Any work experience			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	60%	40%	NA
Technical or Vocational Training required	7%	93%	0%
Type of acceptable training: (*5 employers responded) Housekeeping Services			

**EDUCATION: MINIMUM  
REQUIREMENTS****BENEFITS & WAGES****Hourly Wages****Benefits:**

	Full-time	Part-time
Vacation	40%	20%
Sick Leave	33%	7%
Retirement Plan	20%	0%
Medical Insurance	47%	7%
Dental Insurance	33%	0%
Vision Insurance	13%	0%
Life Insurance	13%	0%
Child Care	0%	0%

Most of the positions are full-time, with employees working 30 to 40 hours/week. Some positions are part-time, with employees working 20 to 30 hours/week. Few are temporary/on-call, with employees working 14 hours/week. Almost all employers have a day shift, some have a swing or graveyard shift.

**OTHER**

Almost all employers provide promotional opportunities into occupations such as Head Housekeeper, Supervisor, Manager, or Administrator.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 4**  
(Over 3 months up to and including 6 months)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development..... 3

**Aptitudes:**

G-Intelligence ..... 3      K-Motor Coordination ..... 2  
V-Verbal aptitude ..... 3      F-Finger Dexterity ..... 3  
N-Numerical Aptitude .... 3      M-Manual Dexterity ..... 4  
S-Spatial Aptitude ..... 4      E-Eye/Hand/Foot Coordination .... 5  
P-Form Perception ..... 4      C-Color Discrimination ..... 4  
Q-Clerical Perception .... 2

GOE Code: 07.02.04

California Occupational Guide #NA

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# MEDICAL ASSISTANTS

OES Code: 660050

Surveyed: 1998

17 Firms Responded - 92 Employees - 30 New Hires

## DESCRIPTION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

## Related DOT Titles

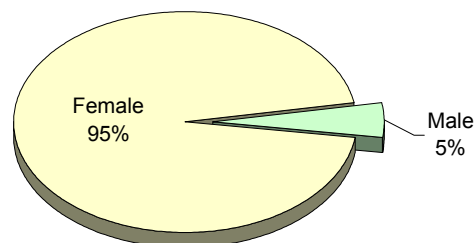
Title	DOT Code
Chiropractor Assistant	079.364-010
Medical Assistant	079.362-010
Podiatric Assistant	079.374-018
Morgue Assistant	355.667-010

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced and inexperienced applicants a little difficult. Suggesting worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Most positions filled during the last 12 months were from turnover and some were from growth. The three most successful recruitment methods for employers are newspaper ads, employees' referrals, and hire unsolicited applicants.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Faster than average

Job Growth	27.8%	Forecast	
Openings	50	1997	180
Separations	30	2004	230

### Where the Jobs Are

#### SIC Industry

801 Offices and Clinics of Medical Doctors

Most employers report the same occupational employment as last year, some report growth. Over the next three years, most employers expect employment to remain stable; some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Knowledge of medical terminology	Ability to apply sterilization techniques
Understanding of inventory techniques	Telephone answering skills
Ability to write effectively	Possession of a Medical Assistant Certificate
Ability to administer injections	Blood drawing skills
Ability to follow billing procedures	Ability to use word processing software
Ability to transcribing medical records and reports	Ability to type at least 45 wpm
Ability to complete and explain medical insurance forms	

#### Personal

Ability to handle crisis situations	Ability to work independently
Willingness to work with close supervision	

#### Basic

Oral communication skills	Ability to read and follow instructions
Ability to write legibly	Basic math skills

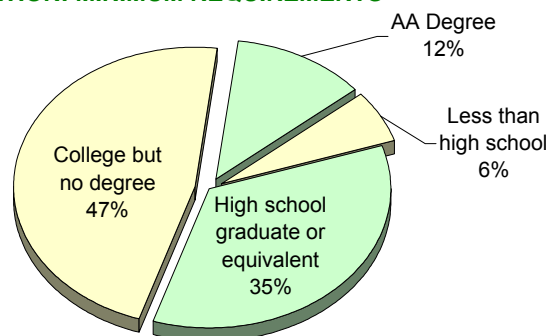
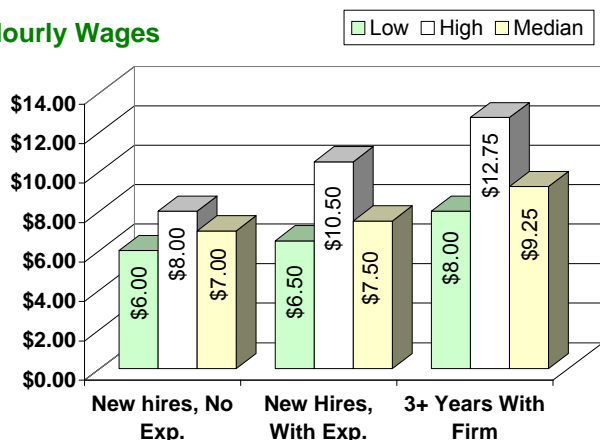
**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Many employers may require work experience of applicants. Employers suggest 9 to 16 months of experience as a Medical Assistant, 12 months as a Nurse, or 6 to 12 months of medical office experience.

Most employers may allow training to substitute for work experience. Employers suggest 6 to 24 months of certified medical assistant training.

Medical assistant are not licensed, certified, or registered by the State of California. However, medical assistants training is regulated by the state. Work site (physician's medical office or clinic) must have documentation of their completion of training required by law and regulations, and the supervising physician must be on the premises.

Experience required by the State is ten hours of training and ten performances each of the three various injection (intradermal, subcutaneous and intramuscular), blood withdrawal and skin testing.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Almost all of the positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 30 hours/week. Few positions are on-call, with employees working 16 hours/week.

**Benefits**

	Full-time	Part-time
Vacation	94%	6%
Sick Leave	88%	6%
Retirement Plan	71%	6%
Medical Insurance	88%	6%
Dental Insurance	41%	0%
Vision Insurance	29%	0%
Life Insurance	29%	0%
Child Care	0%	0%

**OTHER**

Some employers provide promotional opportunities into occupations such as Office Manager, Health Educator, or Supervisor.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 6**  
(Over 1 year up to and including 2 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development ..... 4

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 4  
Q-Clerical Perception .... 3  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 3  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 4

GOE Code: 10.03.02

California Occupational Guide #513

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# MEDICAL RECORDS TECHNICIANS

OES Code: 329110

Surveyed: 1999

16 Firms Responded - 64 Employees - 12 New Hires

## DESCRIPTION

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

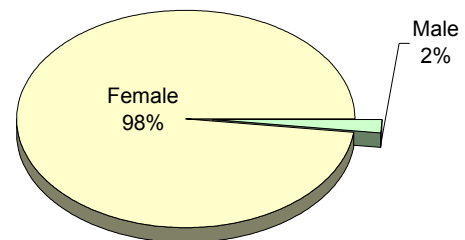
Related DOT Titles	
Title	DOT Code
Medical Records Technician	323.687-010

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty find qualified applicants at times and applicants may find little competition in their job seeking. Supply of inexperienced applicants is considerably greater than demand, creating a competitive job market for job seekers. Many of the positions filled over the last 12 months were from turnover/separations; some from growth; and few from temporary/on-call positions. The three most successful recruitment methods for employers are newspaper ads, word of mouth , and employees' referrals.

### Gender



**Projections** (EDD/LMID Projection of Employment)  
Size of Occupation: Small  
Growth Rate: Much faster than average

### Where the Jobs Are

SIC	Industry
801	Offices and Clinics of Medical Doctors
806	Hospitals

Job Growth		Forecast	
Openings	33.3%	1997	40
Separations	10	2004	30

Most employers report the same occupational size as last year; some report growth. Over the next 24 months, most employers expect employment at their firm to remain stable; some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to follow medical records control procedures	Alphabetic and numeric filing skills
ICD-9-CM coding skills	Understanding of Medicare rules and regulations
Knowledge of medical terminology	Knowledge of disease processes
Knowledge of DRGs	

#### Personal

Ability to pay attention to detail	Ability to work independently
Willingness to work with close supervision	

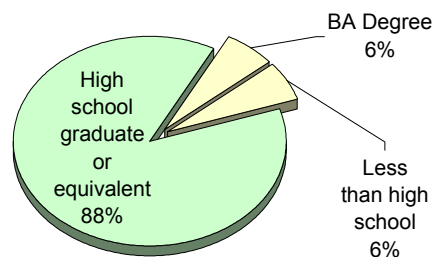
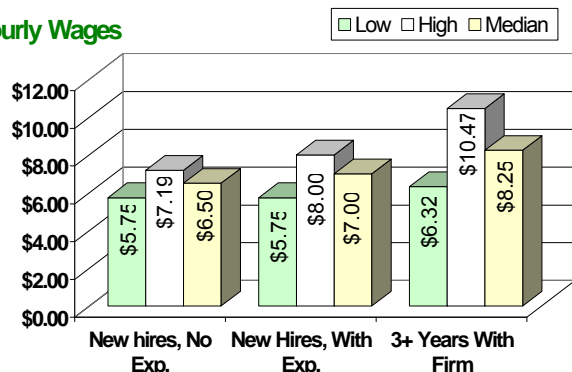
#### Basic

Ability to write legibly	Oral communication skills
Basic math skills	

**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (ave. of 9 months)	5%	56%	19%
Other occupational experience accepted	71%	29%	NA
Other experience: (7 employers responded, average of 9 months): Receptionist, Clerical field, Health Care field, secretary, or typists.			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	57%	43%	NA
Technical or Vocational Training required	6%	88%	6%
Type of acceptable training: (*7 employers responded) Medical Assistant, Billing			

**EDUCATION: MINIMUM  
REQUIREMENTS****BENEFITS & WAGES****Hourly Wages****Benefits:**

	Full-time	Part-time
Vacation	94%	13%
Sick Leave	69%	13%
Retirement Plan	69%	13%
Medical Insurance	88%	0%
Dental Insurance	50%	0%
Vision Insurance	25%	6%
Life Insurance	38%	6%
Child Care	0%	0%

Almost all of the positions are full-time, with employees working 32 to 40 hours/week. Few positions are part-time, with employees working 15 to 20 hours/week. All employers only have a day shift.

**OTHER**

Most employers do not provide promotional opportunities.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 6**  
(Over 1 year up to and including 2 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development..... 4

**Aptitudes:**

G-Intelligence ..... 2      K-Motor Coordination ..... 4  
V-Verbal aptitude ..... 2      F-Finger Dexterity ..... 3  
N-Numerical Aptitude .... 3      M-Manual Dexterity ..... 4  
S-Spatial Aptitude ..... 4      E-Eye/Hand/Foot Coordination .... 5  
P-Form Perception ..... 4      C-Color Discrimination ..... 5  
Q-Clerical Perception .... 3

GOE Code: 07.05.03

California Occupational Guide #134

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS



# MEDICAL SECRETARIES

OES Code: 551050

Surveyed: 1998

12 Firms Responded - 55 Employees - 17 New Hires

## DESCRIPTION

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

## Related DOT Titles

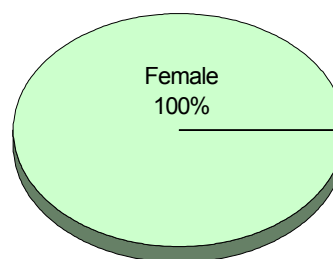
Title	DOT Code
Medical Secretaries	201.362-014

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced applicants a little difficult. Suggesting worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Employers report finding inexperienced applicants somewhat difficult. Suggesting employer demand is somewhat greater than the supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Most positions filled over the previous 12 months were due to turnover; many were from growth. The three most successful recruitment methods for employers are newspaper ads, employees' referrals, and public schools.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Remain stable

Job Growth	0.0%	Forecast
Openings	0	1997 70
Separations	10	2004 70

### Where the Jobs Are

#### SIC Industry

801	Offices and Clinics of Medical Doctors
804	Offices and Clinics of Health Practitioners
806	Hospitals

Almost all employers report the same level of employment as last year, few report growth. Many employers expect employment at their firm to grow over the next three years and many expect employment to remain stable.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Telephone answering skills
- Ability to use a computer terminal
- Knowledge of medical terminology
- Ability to maintain an appointment calendar
- Ability to use a transcribing machine
- Ability to proofread

- Ability to write effectively
- Ability to analyze data to solve problems
- Knowledge of word processing software
- Ability to perform basic mathematical computations
- Knowledge of insurance forms
- Certified Medical transcriptionist

#### Personal

- Ability to work independently
- Ability to type at least 60 wpm

- Willingness to work with close supervision

#### Basic

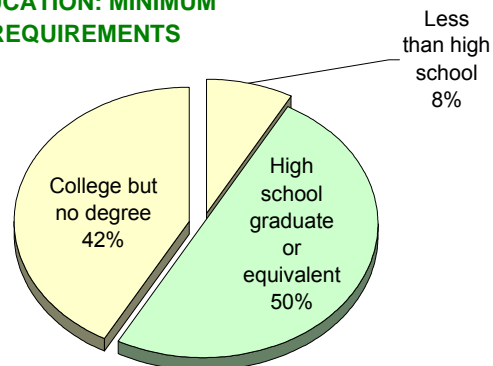
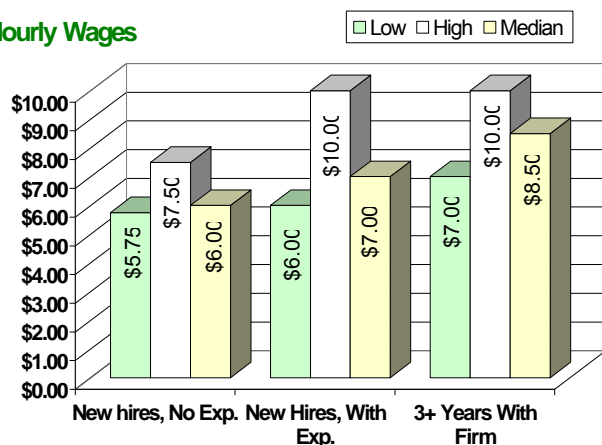
- Oral communication skills
- Ability to write legibly

- Ability to read and follow instructions

**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Some employers always require work experience, while many never require work experience. Employers who require work experience suggest 3 to 12 months as a medical secretary, 6 to 12 months in a secretarial or clerical position, or 12 months of medical billing.

Most employers may allow training to substitute for work experience. Employers suggest 12 months of college courses.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Almost all of the positions are full-time, with employees working 35 to 40 hours/week. Few are part-time, with employees working 16 to 30 hours/week.

**Benefits**

	Full-time	Part-time
Vacation	83%	6%
Sick Leave	67%	6%
Retirement Plan	50%	6%
Medical Insurance	75%	6%
Dental Insurance	33%	0%
Vision Insurance	8%	0%
Life Insurance	42%	0%
Child Care	0%	0%

**OTHER**

Many employers provide promotional opportunities into occupations such as Office Manager, Billing Clerk, or Laboratory Assistant.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 6**  
(Over 1 year up to and including 2 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development ..... 4

**Aptitudes:**

<b>G</b> -Intelligence .....	2	<b>K</b> -Motor Coordination .....	2
<b>V</b> -Verbal aptitude .....	2	<b>F</b> -Finger Dexterity .....	2
<b>N</b> -Numerical Aptitude ....	3	<b>M</b> -Manual Dexterity .....	3
<b>S</b> -Spatial Aptitude .....	4	<b>E</b> -Eye/Hand/Foot Coordination ....	5
<b>P</b> -Form Perception .....	2	<b>C</b> -Color Discrimination .....	5
<b>Q</b> -Clerical Perception ....	2		

GOE Code: 07.01.03

California Occupational Guide #177

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# PACKAGING & FILLING MACHINE OPERATORS & TENDERS OES Code: 929740

Surveyed: 2000

15 Firms Responded - 577 Employees - 118 New Hires

## DESCRIPTION

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.

### Related DOT Titles

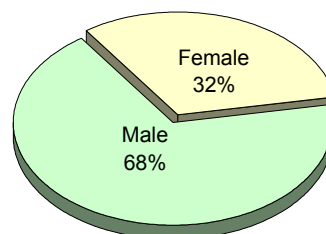
Title	DOT Code
Fruit Grader Operator	692.682-058
Loading Machine Operator	694.685-026
Strapping Machine Operator	694-685-058
Can Filling/Closing Machine Op.	529.685-282
Filling Machine Operator	699.685-038

## EMPLOYMENT TRENDS

### Supply & Demand

The supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through growth, some are from turnover, and few from temporary positions. The top three most successful recruitment methods for employers are employee referrals, in-house promotion or transfer, and newspaper ads.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Slower than average

Job Growth	3.1%	Forecast	
Openings	10	1997	320
Separations	40	2004	330

Many employers report growth in occupational employment over the last 12 months; many report stability; and few report a decline. Over the next 2 years, most employers expect stability; some expect growth; and few expect a decline.

### Where the Jobs Are

SIC	Industry
202	Meat Products
203	Dairy Products
203	Preserved Fruits and Vegetables
208	Beverages
514	Groceries and Related Products
738	Miscellaneous Business Services

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Possess mechanical aptitude

#### Physical

Ability to stand for prolonged periods

Ability to lift at least 50 lbs.

#### Personal

Ability to work independently

Ability to do routine, repetitive work

Willingness to work with close supervision

#### Basic

Oral communication skills

Ability to follow oral instructions

Ability to write legibly

# OES Code: 929740 PACKAGING & FILLING MACHINE OPERATORS & TENDERS

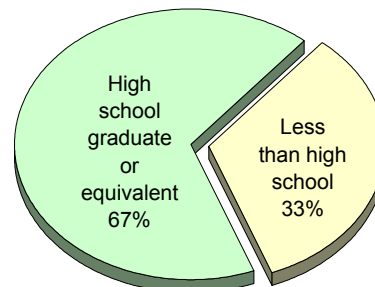
15 Firms Responded - 577 Employees - 118 New Hires

Surveyed: 2000

## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 15 months)	20%	53%	27%
Other occupational experience accepted*	43%	57%	NA
Other experience: (*7 employers responded, average 11 months): any work experience, Cannery Worker			

## EDUCATION: MINIMUM REQUIREMENTS



Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	29%	71%	NA
Technical or Vocational Training required	0%	93%	7%
Type of training: (*7 employers responded, average 4 months): machine operating courses			

## Computer Software

Few employers seek applicants with word processing skills and/or spreadsheet software skills.

## BENEFITS & WAGES

### Hourly Wages - Union

	Low	High	Median
New Hire, No Exp.	\$7.87	\$11.70	\$8.80
New Hire, W/Exp.	\$7.87	\$15.60	\$8.80
3+ Years W/Firm	\$8.68	\$16.00	\$13.76

### Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	\$5.75	\$15.30	\$7.25
New Hire, W/Exp.	\$5.75	\$15.30	\$7.50
3+ Years W/Firm	\$6.00	\$17.00	\$9.00

### Benefits- Full-time employees

	1	2	3	4
Vacation	60%	7%	0%	20%
Sick Leave	53%	7%	0%	27%
Retirement Plan	53%	7%	0%	27%
Medical Insurance	60%	7%	0%	20%
Dental Insurance	47%	13%	0%	27%
Vision Insurance	40%	13%	0%	33%
Life Insurance	47%	13%	0%	27%
Child Care	0%	0%	0%	87%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Almost all the positions are full-time, with employees working 40 hours/week. Few positions are part-time, with employees working 30 to 32 hours/week. All employers have a day shift; many have a swing shift; and many have a graveyard/night shift.

## OTHER

Most employers provide promotional opportunities into occupations such as Lead Operator, Lead Supervisor, Warehouse Person, Foreman, Manager, First Line Supervisor, Quality Control positions, or Operations Manager

## ASSESSMENT CODES

### Specific Vocational Preparation (SVP): 2

(Anything beyond short demo up to and including 30 days)

### General Education Development (GED)

Reasoning Development ..... 2  
Mathematical Development ..... 1  
Language Development..... 1

### Aptitudes:

G-Intelligence ..... 4  
V-Verbal aptitude ..... 4  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 4  
Q-Clerical Perception .... 4  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 3  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 4  
C-Color Discrimination ..... 4

GOE Code: 06.04.38

California Occupational Guide #601

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# PAYROLL & TIMEKEEPING CLERKS

OES Code: 553410

Surveyed: 1998

16 Firms Responded - 25 Employees - 9 New Hires

## DESCRIPTION

Payroll and Timekeeping Clerks compute wages and post wage data to payroll records and/or keep a daily record showing time of arrival and departure from work of employees. They compute earnings from timesheets and work tickets using a calculator. They operate posting machines to compute and subtract deductions. They enter net wages on earning record cards, check stubs, and payroll sheets.

## Related DOT Titles

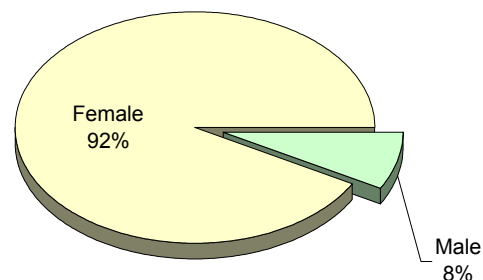
Title	DOT Code
Timekeeper	215.367-022
Payroll Clerk, Data Processing	215.382-010
Payroll Clerk	215.482-010

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced and inexperienced applicants a little difficult. Suggesting worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Most positions filled over the previous 12 months were from turnover, some were from promotions. The three most successful recruitment methods for employers are newspaper ads, the Employment Development Department, and in-house promotion or transfer.

### Gender



### Where the Jobs Are

SIC	Industry
177	Concrete Work
179	Misc. Special Trade Contractors
203	Preserved Fruits & Vegetables
349	Misc. Fabricated Metal Products
367	Electronic Components & Accessories
738	Misc. Business Services
821	Elementary & Secondary Schools
903	Local Government, Except Hosp. & Educ.

### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Slower than average

Job Growth	16.7%	Forecast
Openings	10	1997 60
Separations	10	2004 70

Most employers report the same level of employment as last year, few report growth or a decline in employment. Most employers expect employment at their firm to remain stable over the next three years, some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Business math skills
- Record keeping skills
- Ability to operate a 10-key adding machine by touch
- Ability to use spreadsheet software
- telephone answering skills

- Data entry skills
- Alphabetic and numeric filing skills
- Payroll processing skills
- Ability to perform detailed clerical work
- Ability to type 45 wpm

#### Personal

- Willingness to work with close supervision

- Ability to work independently

#### Basic

- Oral communication skills
- Ability to write legibly

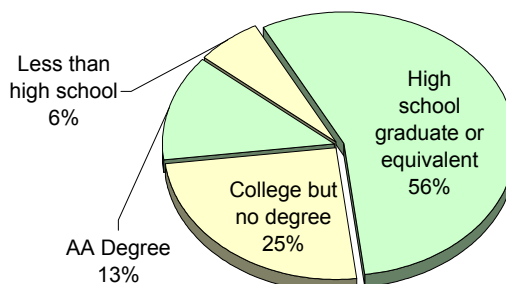
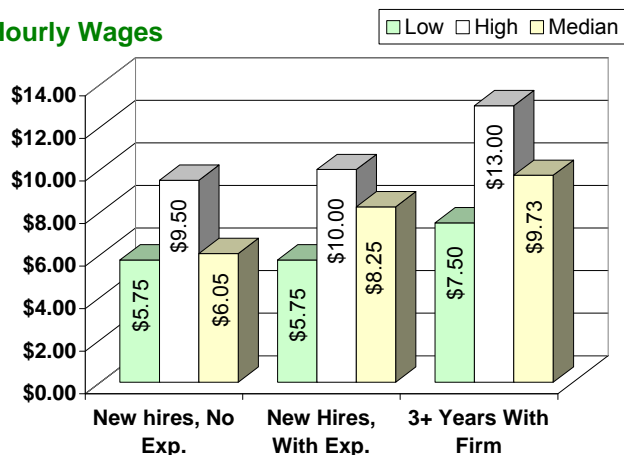
- Ability to read and follow instructions

**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Most employers may require work experience of applicants. Employers suggest 6 to 24 months as a Payroll Clerk, 6 to 12 months in a clerical position, or 12 to 24 months as an Accounting Technician or accounting experience.

Most employers may allow training to substitute for work experience. Employers suggest 12 months of general office courses in high school or college.

Most employers seek applicants with computer skills in spreadsheet software. Some employers seek applicants with word processing and database skills.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Almost all the positions are full-time, with employees working 30 to 40 hours/week. Few are part-time, with employees working 20 to 30 hours/week. Few are seasonal positions, with employees working 40 hours/week.

**Benefits**

	Full-time	Part-time
Vacation	81%	0%
Sick Leave	44%	0%
Retirement Plan	44%	0%
Medical Insurance	94%	0%
Dental Insurance	63%	0%
Vision Insurance	50%	0%
Life Insurance	56%	0%
Child Care	0%	0%

**OTHER**

Most employers provide promotional opportunities into occupations such as Payroll Supervisor, Office Manager, Accounting Technician, or Administrative Assistant.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 4**  
(Over 3 months up to and including 6 months)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development ..... 3

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 3  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 4  
Q-Clerical Perception .... 2  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 3  
M-Manual Dexterity ..... 4  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 5

GOE Code: 07.02.05

California Occupational Guide #NA

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# PERSONAL & HOME CARE AIDES

OES Code: 680350

Surveyed: 1998

10 Firms Responded - 144 Employees - 137 New Hires

## DESCRIPTION

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families have problems with such things as nutrition, health, cleanliness, and household utilities. Please do not include Nurses' Aides and Home Health Care Workers.

## Related DOT Titles

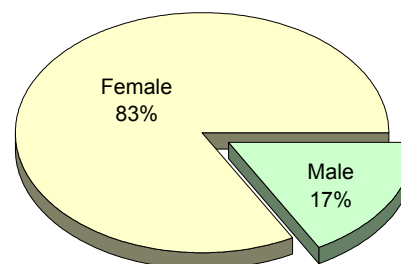
Title	DOT Code
Homemaker	309.354-010
Blind Aid	359.573-010

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced and inexperienced applicants somewhat difficult. Suggesting employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Almost all position filled over the previous 12 months were from turnover, few were from promotions or growth. The three most successful recruitment methods for employers are newspaper ads, employees' referrals, and hire unsolicited applicants.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Remain Stable

Job Growth	0.0%	Forecast	
Openings	0	1997	20
Separations	0	2004	20

### Where the Jobs Are

#### SIC Industry

808 Home Health Care Services

Most employers report the same level of employment as last year, few report growth. Most employers expect employment at their firm to remain stable over the next three years, many expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Ability to work with children having special needs
- Knowledge of geriatrics
- Family counseling skills
- Menu planning skills
- Possession of a valid driver's license

- Understanding of good diet and nutrition
- Knowledge of family social work
- Food buying skills
- Ability to prepare client food budgets
- Ability to write effectively

#### Physical

- Ability to pass a pre-employment medical examination

#### Personal

- Possession of a reliable vehicle
- High standards of personal cleanliness
- Interpersonal skills

- Willingness to work with close supervision
- Ability to work independently

#### Basic

- Oral communication skills
- Ability to write legibly

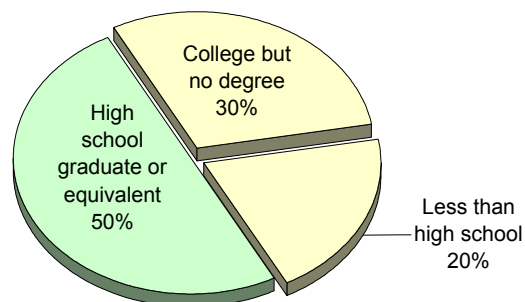
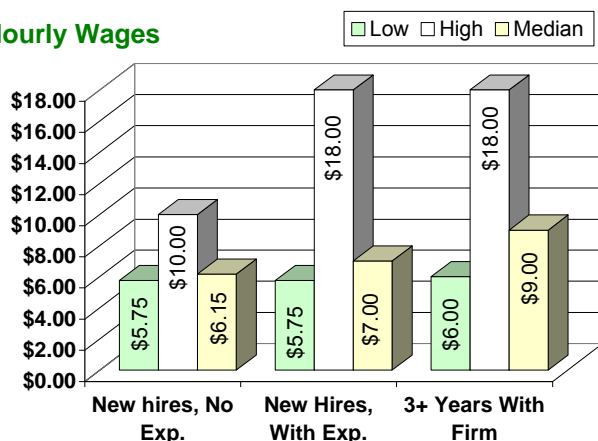
- Ability to read and follow instructions
- Basic math skills



**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Most employers never require work experience of applicants, while some may require work experience of applicants. Employers suggest 12 months as a Home Health Aide, 12 months as a Certified Nurses Aide, or 12 months working with the handicapped.

Most employers may allow training to substitute for work experience. Employers suggest 18 months training as a Certified Nurses Aide, 1 to 3 months as a Home Health Care aide, or 15 units of Psychology/Sociology or Early Childhood Education.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Many of the positions are full-time, with employees working 38 to 40 hours/week. Many are part-time, with employees working 12 to 28 hours/week. Few are temporary or on-call, with employees working 14 hours/week.

**Benefits**

	Full-time	Part-time
Vacation	40%	0%
Sick Leave	30%	0%
Retirement Plan	20%	0%
Medical Insurance	20%	10%
Dental Insurance	20%	10%
Vision Insurance	10%	0%
Life Insurance	20%	0%
Child Care	0%	0%

**OTHER**

Most employers provide promotional opportunities into occupations such as House Manager, Supervisor, or Licensed Vocational Nurse with the proper training.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 5**  
(Over 6 months up to and including 1 year)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 2  
Language Development ..... 3

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 4  
Q-Clerical Perception .... 3  
K-Motor Coordination ..... 4  
F-Finger Dexterity ..... 4  
M-Manual Dexterity ..... 4  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 5

GOE Code: 11.02.03

California Occupational Guide #2002 B

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# PLUMBERS, PIPEFITTERS, & STEAMFITTERS

OES Code: 875020

Surveyed: 1999

10 Firms Responded - 101 Employees - 29 New Hires

## DESCRIPTION

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Please do not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

## Related DOT Titles

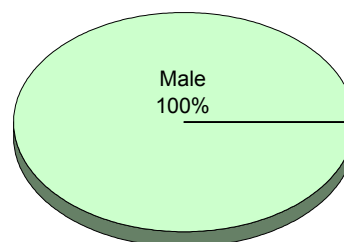
Title	DOT Code
Pipe Fitter	862.261-010
Steam Service Inspector	862.361-022
Plumber	862.381-030
Plumber Apprentice	862.391-034

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is considerably greater than supply of experience and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Many of the positions filled over the last 12 months were from turnover/separation; some were from growth or promotion. The three most successful recruitment methods for employers are walk-in applicants, the Employment Development Department, and employees' referrals.

### Gender



### Where the Jobs Are

#### SIC Industry

171 Plumbing, Heating, Air-Conditioning

### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Much faster than average

Job Growth	30.0%	Forecast
Openings	30	1997 100
Separations	20	2004 130

Most employers report the same occupational size as last year; some report growth; and few report a decline. Over the next 2 years, many employers expect employment at their firm to remain stable; some expect growth or a decline in employment.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to do arc welding  
Ability to do soldering  
Ability to use hand tools  
Knowledge of cost estimating  
Provide own hand tools

Ability to do gas welding  
Ability to read blueprints  
Knowledge of building codes  
Pipefitting skills

#### Physical

Ability to lift at least 50 lbs.

#### Personal

Possess good DMV driving record  
Public contact skills  
Willingness to work with close supervision

Possess valid driver's license  
Regular use of own reliable vehicle

#### Basic

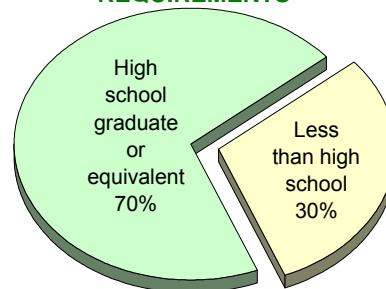
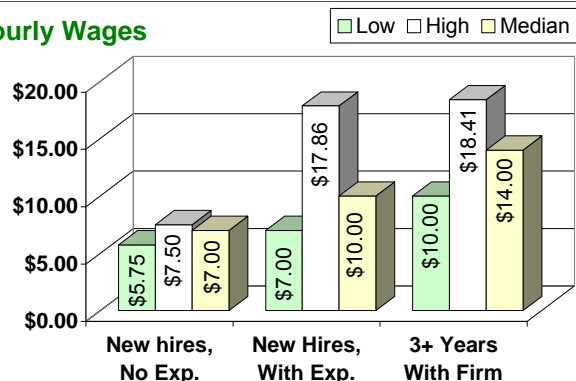
Ability to perform basic mathematical computations  
Ability to write legibly

Ability to read and follow instructions  
Oral communications skills

**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (ave. of 27 months)	70%	10%	20%
Other occupational experience accepted	22%	78%	NA
Other experience: (9 employers responded, average of 24 months): Electrical/Heating repair, mechanical field			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	22%	78%	NA
Technical or Vocational Training required	10%	90%	0%
Type of acceptable training: (97 employers responded) Plumbing			

**EDUCATION: MINIMUM  
REQUIREMENTS****BENEFITS & WAGES****Hourly Wages****Benefits:**

	Full-time	Part-time
Vacation	90%	0%
Sick Leave	60%	0%
Retirement Plan	20%	0%
Medical Insurance	60%	0%
Dental Insurance	40%	0%
Vision Insurance	20%	0%
Life Insurance	30%	0%
Child Care	0%	0%

Almost all of the positions are full-time, with employees working 40 to 44 hours/week. Few positions are part-time, with employees working 14 to 28 hours/week. All employers have a day shift, few have a swing and graveyard shift.

**OTHER**

Almost all employers provide promotional opportunities into occupations such as Supervisor, Manager, Head Plumber, Estimator, Foreman, or Head Mechanic.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 7**  
(Over 2 years up to and including 4 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development..... 3

**Aptitudes:**

G-Intelligence ..... 3      K-Motor Coordination ..... 3  
V-Verbal aptitude ..... 3      F-Finger Dexterity ..... 3  
N-Numerical Aptitude .... 3      M-Manual Dexterity ..... 2  
S-Spatial Aptitude ..... 3      E-Eye/Hand/Foot Coordination .... 4  
P-Form Perception ..... 3      C-Color Discrimination ..... 4  
Q-Clerical Perception .... 4

GOE Code: 05.05.03

California Occupational Guide #173

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS, & WEIGHERS

OES Code: 830050

Surveyed: 2000

13 Firms Responded - 341 Employees - 152 New Hires

## DESCRIPTION

Production Inspectors, Testers, Graders, Sorters, Samplers, and Weighers inspect, test, grade, sort, sample, or weigh non-agricultural raw materials or processed, machined, fabricated or assembled parts or products. Work may be performed before, during, or after processing.

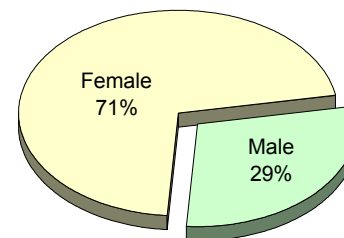
Related DOT Titles	
Title	DOT Code
Quality Control Inspector	194.387-010
Grader	529.687-098
Sampler	579.484-010
Sorter	706.587-014
Weigher	732.687-086

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. For inexperienced applicants, supply is considerably greater than demand, creating a very competitive job market for inexperienced applicants. Most employment opportunities are generated through growth, some are from temporary positions, and few are from turnover. The top three most successful recruitment methods for employers are in-house promotion or transfer, employees referrals, and newspaper ads.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large  
Growth Rate: Remain stable

Job Growth	0.0%	Forecast	
Openings	0	1997	190
Separations	30	2004	190

Most employers report stability in occupational employment over the last 12 months; some report growth; and few report a decline. Over the next 24 months, most employers expect stability in occupational employment; some expect growth; and few expect a decline.

### Where the Jobs Are

SIC	Industry
201	Meat Products
202	Dairy Products
203	Preserved Fruits and Vegetables
208	Beverages
371	Motor Vehicles and Equipment

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to analyze data to solve problems

#### Physical

Ability to stand for prolonged periods

Ability to lift at least 50 lbs.

#### Personal

Good color vision

Good vision

Willingness to work with close supervision

Ability to work independently

#### Basic

Ability to write legibly

Oral communication skills

Ability to read and follow instructions

# PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS, & WEIGHERS

OES Code: 830050

13 Firms Responded - 341 Employees - 152 New Hires

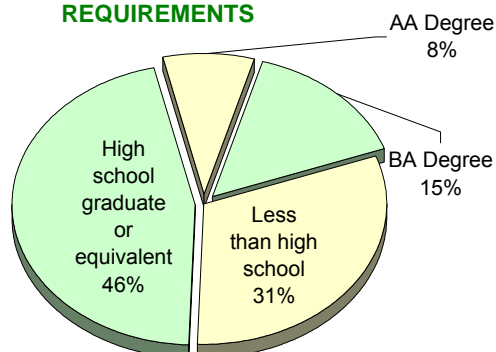
Surveyed: 2000

## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 19 months)	38%	23%	38%
Other occupational experience accepted*	20%	80%	NA
Other experience: (*10 employers responded, average 9 months): Cannery Line Worker, Food Processing Worker			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	10%	90%	NA
Technical or Vocational Training required	0%	100%	0%
Type of training: (*10 employers responded, average 4 months): No response			

## EDUCATION: MINIMUM REQUIREMENTS

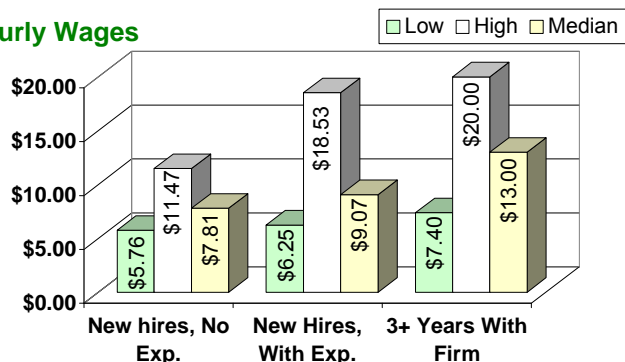


## Computer Software

Some employers seek applicants with word processing skills, and spreadsheet software skills. Few seek database software skills.

## BENEFITS & WAGES

### Hourly Wages



### Benefits- Full-time employees

	1	2	3	4
Vacation	83%	8%	0%	8%
Sick Leave	75%	8%	0%	17%
Retirement Plan	67%	8%	0%	25%
Medical Insurance	75%	17%	0%	8%
Dental Insurance	58%	17%	0%	25%
Vision Insurance	33%	17%	0%	50%
Life Insurance	75%	8%	0%	17%
Child Care	0%	0%	0%	100%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Most positions are full-time, with employees working 40 to 48 hours/week. Some are seasonal, with employees working 30 hours/week. All employers have a day shift, many have a swing shift, and most have a graveyard/night shift.

## OTHER

Almost all employers provide promotional opportunities into occupations such as Sanitation, Supervisor, Quality Control Supervisor, Management positions, Machine Operator, Crew Leader, Quality Control Lab Technician, or Lead Supervisor

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 3**  
(Over 30 days up to and including 3 months)

### General Education Development (GED)

Reasoning Development ..... 2  
Mathematical Development ..... 1  
Language Development..... 2

### Aptitudes:

G-Intelligence ..... 4  
V-Verbal aptitude ..... 4  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 3  
Q-Clerical Perception .... 4  
K-Motor Coordination ..... 4  
F-Finger Dexterity ..... 4  
M-Manual Dexterity ..... 4  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 4

GOE Code: 06.03.02

California Occupational Guide #465

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# RADIOLOGIC TECHNOLOGISTS

OES Code: 329190

Surveyed: 1998

11 Firms Responded - 35 Employees - 5 New Hires

## DESCRIPTION

Radiologic Technologists take X-rays and CAT scans or administer nonradioactive materials into patients blood stream for diagnostic purposes. Please include technologists who specialize in other modalities such as computed tomography, ultrasound, and magnetic resonance. Please include workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

## Related DOT Titles

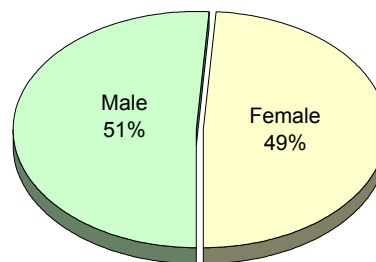
Title	DOT Code
Radiologic Technologist	078.362-026

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced and inexperienced applicants a little difficult. Suggesting worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Most position filled over the previous 12 months were due to turnover, many were from promotions. The three most successful recruitment methods for employers are newspaper ads, hire unsolicited applicants, and in-house promotion or transfer.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Slower than average

Job Growth	11.1%	Forecast
Openings	10	1997 90
Separations	10	2004 100

### Where the Jobs Are

#### SIC Industry

801	Offices and Clinics of Medical Doctors
806	Hospitals

All employers report the same level of employment as last year. Most employers expect employment at their firm to remain stable over the next three years, some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Ability to follow safe equipment operating practices
- Knowledge of medical terminology
- Ability to follow fluoroscopic imaging procedures
- Record keeping skills
- Ability to take vital signs
- Ultrasound scanning skills

- Possession of a State CRT Certificate
- Ability to apply transferring techniques
- ARRT Registration
- CT scanning skills
- Ability to write effectively

#### Physical

- Ability to stand continuously for 2 or more hours

#### Personal

- Ability to work independently
- Ability to work under pressure

- Public contact skills
- Ability to work with close supervision

#### Basic

- Oral communication skills
- Ability to write legibly

- Ability to read and follow instructions
- Basic math skills

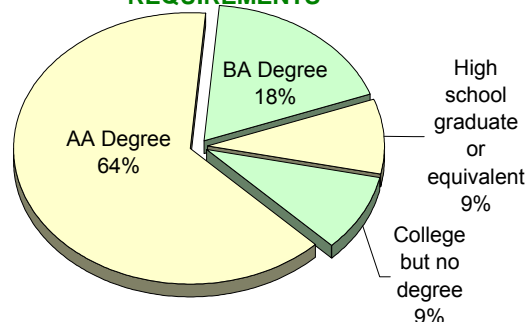
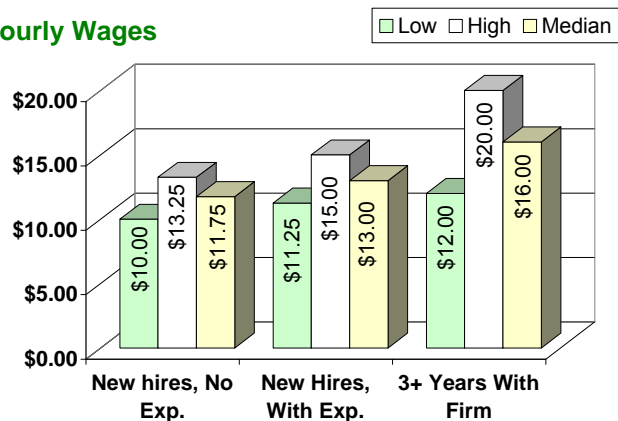
**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Most employers always require work experience of applicants. Employers suggest 9 to 14 months of experience as a Radiologic Technologist.

All persons permitted to take X-rays of the entire human body for therapeutic or diagnostic purposes are required to be certified by the State of California. An individual is required to complete an approved 2-year academic program, clinical experience, and pass an examination. The examination is given monthly at Hayward and Carson; or by appointment at other locations. Application fees are \$55.56 to \$81.81.

For information and application contact:

Radiologic Health Branch, P.O. Box 942732, MS 178, Sacramento, CA 94324-7320, (916) 445-0931.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages****Benefits:**

	Full-time	Part-time
Vacation	73%	45%
Sick Leave	73%	45%
Retirement Plan	64%	27%
Medical Insurance	73%	27%
Dental Insurance	45%	27%
Vision Insurance	45%	27%
Life Insurance	55%	27%
Child Care	0%	0%

**OTHER**

Almost all employers do not promote employees from this position.

Many of the positions are full-time, with employees working 40 hours/week. Many positions as part-time, with employees working 18 to 24 hours/week. Many are temporary or on-call, with employees working 16 to 48 hours/week.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 7**  
(Over 2 years up to and including 4 years)

**General Education Development (GED)**

Reasoning Development ..... 5  
Mathematical Development ..... 4  
Language Development..... 5

**Aptitudes:**

G-Intelligence ..... 2      K-Motor Coordination.....3  
V-Verbal aptitude ..... 3      F-Finger Dexterity .....3  
N-Numerical Aptitude .... 3      M-Manual Dexterity .....3  
S-Spatial Aptitude ..... 3      E-Eye/Hand/Foot Coordination ....4  
P-Form Perception ..... 3      C-Color Discrimination .....4  
Q-Clerical Perception .... 3

**GOE Code:** 10.02.02

**California Occupational Guide #89**

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS



# REGISTERED NURSES

OES Code: 325020

Surveyed: 1999

16 Firms Responded - 172 Employees - 45 New Hires

## DESCRIPTION

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Please do not include Nursing Instructors or Teachers.

Related DOT Titles	
Title	DOT Code
Nurse, School	075.124-010
Nurse Practitioner	075.264-010
Nurse, General Duty	075.374-010
Nurse, Private Duty	075.374-018

## EMPLOYMENT TRENDS

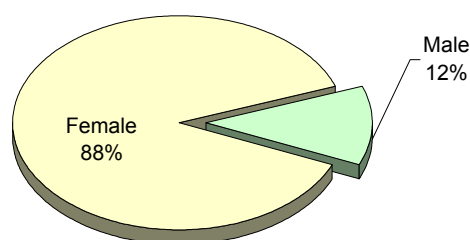
### Supply & Demand

Employer demand is somewhat greater than supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Many position filled over the last 12 months were from turnover/separation; some were from growth; and few were from promotions or temporary positions. The three most successful recruitment methods for employers are newspaper ads, word of mouth, and employees' referrals.

### Where the Jobs Are

SIC	Industry
805	Nursing and Personal Care Facilities
806	Hospitals

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Slower than average

Job Growth	11.8%	Forecast	
Openings	60	1997	510
Separations	50	2004	570

Most employers report the same occupational size as last year; some report growth; and few report a decline. Over the next 2 years, many employers expect employment at their firm to remain stable; many also expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to perform basic mathematical computations	Public contact skills
Skilled at providing personal services	Ability to analyze data to solve problems
Record keeping skills	Knowledge of intensive care treatment
Ability to administer and EKG	Ability to use a computer terminal
Knowledge of transferring techniques to lift/move patients	

#### Physical

Physical strength to lift patients

#### Personal

Ability to work independently	Willingness to work with close supervision
Ability to work under pressure	

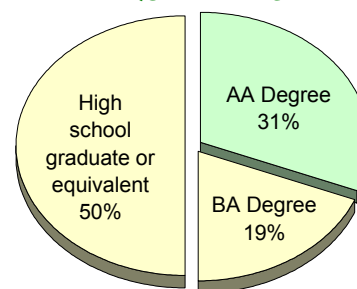
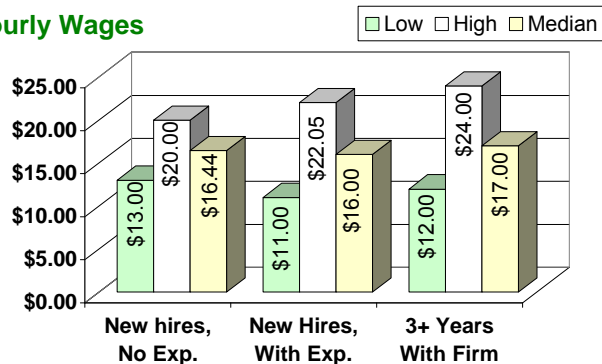
#### Basic

Ability to write effectively	Ability to read and follow instructions
Ability to write legibly	Oral communications skills

**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (ave. of 15 months)	56%	26%	19%
Other occupational experience accepted	17%	83%	NA
Other experience: (12 employers responded, average of 12 months): Licensed Vocational Nurse, Doctors office experience.			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	56%	25%	19%
Technical or Vocational Training required	17%	83%	NA
Type of acceptable training: (12 employers responded) Nursing School, RN License			

**EDUCATION: MINIMUM  
REQUIREMENTS****BENEFITS & WAGES****Hourly Wages****Benefits:**

	Full-time	Part-time
Vacation	81%	25%
Sick Leave	75%	25%
Retirement Plan	63%	19%
Medical Insurance	88%	13%
Dental Insurance	81%	13%
Vision Insurance	63%	13%
Life Insurance	63%	19%
Child Care	0%	0%

Most of the positions are full-time, with employees working 32 to 40 hours/week. Some positions are part-time, with employees working 15 to 32 hours/week. Few positions are temporary/on-call, with employees working 20 hours/week. All employers have a day shift, many have a swing and graveyard shift.

**OTHER**

Most employers provide promotional opportunities into occupations such as Director of Nurses, Floor Supervisor, MDS Coordinator, Medical Management, or Social Worker.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 8**  
(Over 4 years up to and including 10 years)

**General Education Development (GED)**

Reasoning Development ..... 5  
Mathematical Development ..... 5  
Language Development..... 5

**Aptitudes:**

G-Intelligence ..... 2      K-Motor Coordination ..... 3  
V-Verbal aptitude ..... 2      F-Finger Dexterity ..... 3  
N-Numerical Aptitude .... 3      M-Manual Dexterity ..... 3  
S-Spatial Aptitude ..... 2      E-Eye/Hand/Foot Coordination .... 5  
P-Form Perception ..... 2      C-Color Discrimination ..... 3  
Q-Clerical Perception .... 2

GOE Code: 10.02.01

California Occupational Guide #29

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# RESPIRATORY CARE PRACTITIONERS

OES Code: 323020

Surveyed: 2000

6 Firms Responded - 184 Employees - 23 New Hires

## DESCRIPTION

Respiratory Care Practitioners provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilator therapy, and cardiopulmonary resuscitation. They observe, monitor, and record the patient's responses to treatments and maintain patient records.

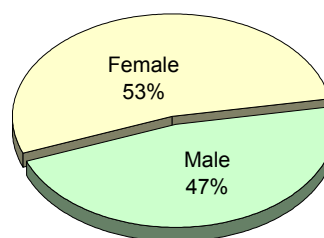
Related DOT Titles	
Title	DOT Code
Respiratory Therapist	076.361-014

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Most employment opportunities are generated through turnover, some are from growth, and few are from temporary/on-call positions. The top three most successful recruitment methods for employers are school program referrals, colleges/universities, and newspaper ads.

### Gender



**Projections** (EDD/LMID Projection of Employment)  
Size of Occupation: Small  
Growth Rate: Faster than average

### Where the Jobs Are

SIC	Industry
801	Offices and Clinics of Doctors
806	Hospitals

Job Growth	25.0%	Forecast	
Openings	10	1997	40
Separations	10	2004	50

Most employers report stability in occupational employment over the last 12 months; some report growth Over the next 2 years, most employers expect an increase in occupational employment; some expect stability.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to write effectively	Certified as a Registered Respiratory Therapist (RRT)
Possession of a Respiratory Care Practitioner License	Ability to administer an Electro-Cardiograph (EKG) test
Ability to administer a pulmonary function test (PFT)	Ability to assist physician during bronchoscopy
Ability to administer an electro-encephalograph test	

#### Physical

Manual dexterity

#### Personal

Ability to handle crisis situations

#### Basic

Ability to read and follow instructions	Oral communication skills
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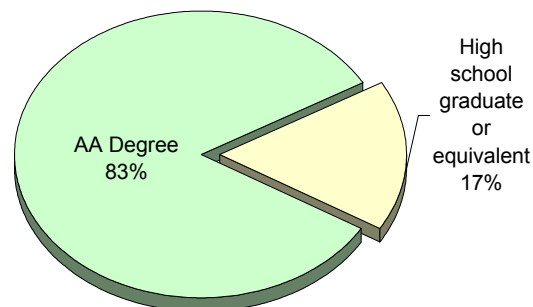
#### License

The State of California requires Respiratory Care Practitioners to be licensed. Requirements are graduation from a respiratory therapy school reviewed and approved by the Respiratory Care Board. For more information contact: Respiratory Care Board, 1426 Howe Avenue, Suite 48, Sacramento, CA 95825; (916) 263-2626.

## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 17 months)	67%	17%	17%
Other occupational experience accepted*	0%	100%	NA
Other experience: (*5 employers responded): Employers do not accept other occupational experience.			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	40%	60%	NA
Technical or Vocational Training required	50%	50%	0%
Type of training: (*5 employers responded, average 15 months): Respiratory Care Practitioner courses			

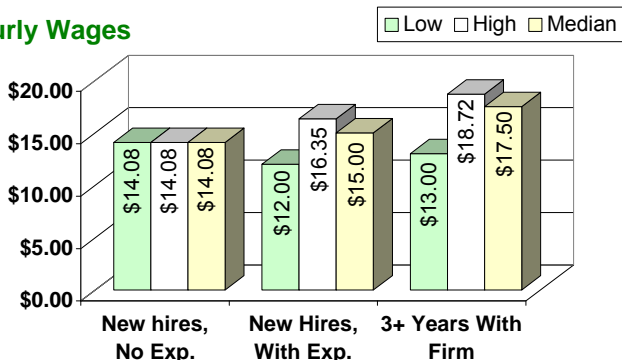
EDUCATION: MINIMUM  
REQUIREMENTS

## Computer Software

Some employers seek applicants with word processing skills, and few employers seek spreadsheet software skills.

## BENEFITS &amp; WAGES

## Hourly Wages



## Benefits- Full-time employees

	1	2	3	4
Vacation	100%	0%	0%	0%
Sick Leave	83%	17%	0%	0%
Retirement Plan	67%	17%	0%	17%
Medical Insurance	100%	0%	0%	0%
Dental Insurance	100%	0%	0%	0%
Vision Insurance	83%	0%	0%	17%
Life Insurance	100%	0%	0%	0%
Child Care	0%	0%	0%	100%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Most of the positions are full-time, with employees working 40 to 42 hours/week. Some are part-time, with employees working 10 to 28 hours/week. Few are temporary/on-call, with employees working 8 hours/week.

## OTHER

Most employers provide promotional opportunities into occupations such as Supervisor, Manager, Respiratory Lead Therapists, Respiratory Care Supervisor, or Respiratory Care Practitioner II/III.

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 6**  
(Over 1 year up to and including 2 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development..... 3

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 3  
S-Spatial Aptitude ..... 3  
P-Form Perception ..... 3  
Q-Clerical Perception .... 3  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 3  
M-Manual Dexterity ..... 2  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 4

GOE Code: 10.02.02

California Occupational Guide #454

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# SALESPERSON - RETAIL (EXCEPT VEHICLE SALES)

OES Code: 490112

Surveyed: 2000

15 Firms Responded - 365 Employees - 127 New Hires

## DESCRIPTION

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selection, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers.

## Related DOT Titles

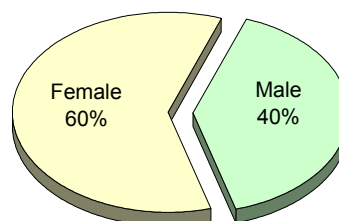
Title	DOT Code
Sales Representative, Footwear	261.357-018
Salesperson, Furniture	270.357-030
Salesperson, General Merchandise	279.357-054
Sales Clerk	290.477-014

## EMPLOYMENT TRENDS

### Supply & Demand

Supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Some employment opportunities are generated through growth, some are from turnover, and some are from temporary position. The top three most successful recruitment methods for employers are employee referrals, newspaper ads, and walk-in applicants.

### Gender



### Where the Jobs Are

SIC	Industry
521	Lumber and Other Building Materials
525	Hardware Stores
531	Department Stores
539	Misc. General Merchandise Stores
553	Auto and Home Supply Stores
565	Family Clothing Stores
572	Household Appliance Stores
573	Radio, Television, and Computer Stores
594	Misc. Shopping Goods Stores
599	Retail Stores, NEC

### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Average

Job Growth	18.5%	Forecast
Openings	250	1997 1,350
Separations	350	2004 1,600

Most employers report stability in occupational employment over the last 12 months; and many report growth. Over the next 2 years, most employers expect growth in occupational employment; and some expect stability

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to make change  
Ability to operate a cash register  
Understanding of inventory techniques

Ability to apply sales techniques  
Ability to write effectively

#### Physical

Ability to stand continuously for 2 or more hours

Ability to lift at least 50 lbs. repeatedly

#### Personal

Good grooming skills  
Ability to work independently

Customer service skills  
Willingness to work with close supervision

#### Basic

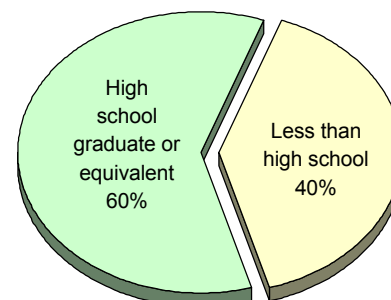
Ability to write legibly  
Ability to read and follow instructions

Oral communication skills  
Basic math skills

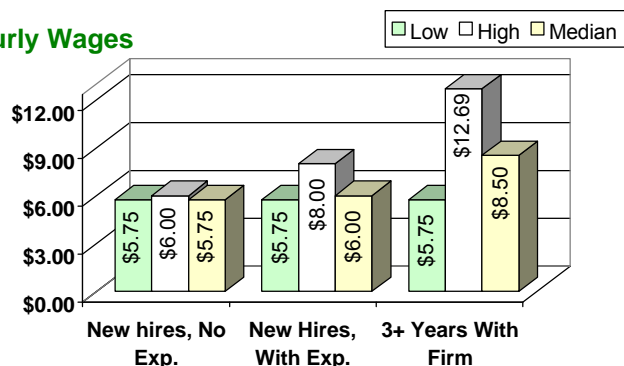
**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 7 months)	47%	40%	13%
Other occupational experience accepted*	67%	33%	NA
Other experience: (*9 employers responded, average 6 months): Customer Service occupations, Fast Food Worker, Cashier			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	11%	89%	NA
Technical or Vocational Training required	0%	93%	7%
Type of training: (*9 employers responded, average 6 months): Retail Courses			

**EDUCATION: MINIMUM  
REQUIREMENTS****Computer Software**

Few employers seek applicants with word processing software skills or spreadsheet software skills.

**BENEFITS & WAGES****Hourly Wages****Benefits- Full-time employees**

	1	2	3	4
Vacation	80%	0%	0%	7%
Sick Leave	67%	0%	0%	20%
Retirement Plan	60%	0%	0%	27%
Medical Insurance	73%	0%	0%	13%
Dental Insurance	60%	0%	0%	27%
Vision Insurance	33%	0%	0%	53%
Life Insurance	47%	0%	0%	40%
Child Care	0%	0%	0%	87%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Many positions are full-time, with employees working 40 hours/week. Many positions are part-time, with employees working 10 to 26 hours/week. All employers have a day shift, many have a swing shift, and some have a night shift.

**OTHER**

Almost all employers provide promotional opportunities into occupations such as Key Associate, Assistant Manager, Store Manager, Department Manager, HR Manager, Co-Manager.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 3**  
(Over 30 days up to and including 3 months)

**General Education Development (GED)**

Reasoning Development ..... 3  
Mathematical Development ..... 2  
Language Development..... 2

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 3  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 4  
Q-Clerical Perception .... 3  
K-Motor Coordination ..... 4  
F-Finger Dexterity ..... 4  
M-Manual Dexterity ..... 4  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 4



# SECRETARIES, EXCEPT LEGAL & MEDICAL

OES Code: 551080

Surveyed: 1999

26 Firms Responded - 185 Employees - 43 New Hires

## DESCRIPTION

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Please do not include Medical and Legal Secretaries.

## Related DOT Titles

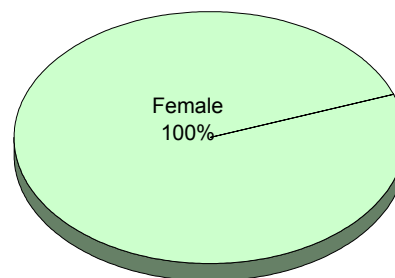
Title	DOT Code
Social Secretary	201.162-010
School Secretary	201.362-022
Secretary	201.362-030

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Many of the positions filled over the last 12 months were from turnover/separation; some from growth; and few from promotions or temporary positions. The three most successful recruitment methods for employers are newspaper ads, word of mouth, and in-house promotions or transfers.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Decline

Job Growth	-2.7%	Forecast	
Openings	-20	1997	740
Separations	90	2004	720

### Where the Jobs Are

SIC	Industry
171	Plumbing, Heating, Air Conditioning
762	Electrical Repair Shops

Almost all employers report the same occupational size as last year, few report growth. Over the next 2 years, almost all employers expect employment at their firm to remain stable; few expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Telephone answering skills
- Ability to use word processing software
- Proofreading skills
- Ability to maintain an appointment calendar
- Ability to use spreadsheet software
- Ability to operate a transcribing machine

#### Personal

- Ability to work independently

#### Basic

- Oral communication skills
- Ability to write legibly

- English grammar, spelling, and punctuation skills
- Ability to write effectively
- Alphabetic and numeric filing skills
- Ability to follow billing procedures
- Ability to type at least 60 wpm
- Ability to take dictation at 100 wpm or more

- Willingness to work with close supervision

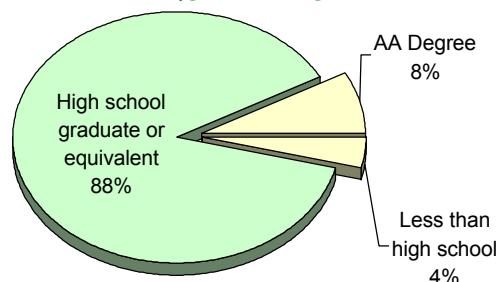
- Ability to read and follow instructions
- Basic math skills



**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (ave. of 17 months)	69%	15%	15%
Other occupational experience accepted	32%	68%	NA
Other experience: (22 employers responded, average of 10 months): Admin. Secretary, Legal Secretary, Accounting, Bookkeeper, and/or clerical or business			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	23%	77%	NA
Technical or Vocational Training required	27%	73%	0%
Type of acceptable training: (22 employers responded) Computer training, Secretarial/Business classes			

**EDUCATION: MINIMUM  
REQUIREMENTS****BENEFITS & WAGES****Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	\$10.39	\$11.50	\$10.95
New Hire, W/Exp.	\$8.00	\$11.50	\$9.34
3+ Years W/Firm	\$9.00	\$11.50	\$10.44

**Hourly Wages - NonUnion**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$10.00	\$6.43
New Hire, W/Exp.	\$5.75	\$12.99	\$8.00
3+ Years W/Firm	\$6.50	\$15.30	\$10.00

Almost all of the positions are full-time, with employees working 35 to 40 hours/week. Few positions are part-time or temporary, with employees working 20 to 40 hours/week.

**Benefits**

	Full-time	Part-time
Vacation	92%	4%
Sick Leave	88%	4%
Retirement Plan	85%	8%
Medical Insurance	92%	4%
Dental Insurance	62%	4%
Vision Insurance	65%	4%
Life Insurance	38%	4%
Child Care	4%	0%

**OTHER**

Almost all employers provide promotional opportunities into occupations such as Executive Secretary, Office Manager, Personnel Tech., Bookkeeper, Accountant, Superintendent Secretary, Payroll Secretary, or Business Manager.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP):** 6  
(Over 1 year up to and including 2 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development ..... 4

**Aptitudes:**

<b>G</b> -Intelligence .....	3	<b>K</b> -Motor Coordination .....	2
<b>V</b> -Verbal aptitude .....	3	<b>F</b> -Finger Dexterity .....	3
<b>N</b> -Numerical Aptitude ....	3	<b>M</b> -Manual Dexterity .....	4
<b>S</b> -Spatial Aptitude .....	4	<b>E</b> -Eye/Hand/Foot Coordination ....	5
<b>P</b> -Form Perception .....	4	<b>C</b> -Color Discrimination .....	4
<b>Q</b> -Clerical Perception ....	2		

GOE Code: 07.01.03

California Occupational Guide #128

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# STOCK CLERKS - SALES FLOOR

OES Code: 490210

Surveyed: 1999

20 Firms Responded - 194 Employees - 60 New Hires

## DESCRIPTION

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and periodically take physical count of stock or check and mark merchandise.

## Related DOT Titles

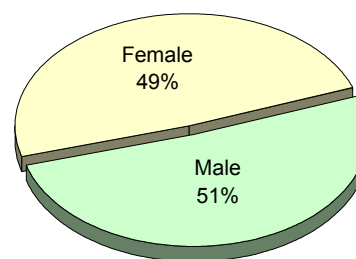
Title	DOT Code
Stock Clerk	299.367-014
Sales Attendant, Building Material	229.667-014

## EMPLOYMENT TRENDS

### Supply & Demand

Supply of experience and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Most positions filled over the last 12 months were from turnover/separations and growth; few were from promotions or temporary positions. The three most successful recruitment methods for employers are walk-in applicants, in-house promotions or transfers, and newspaper ads.

### Gender



### Where the Jobs Are

SIC	Industry
531	Department Stores
541	Grocery Stores

### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Average

Job Growth	20.0%	Forecast
Openings	140	1997 700
Separations	80	2004 840

Many employers report the same occupational size as last year; many report growth; few report a decline. Over the next 2 years, employers expect employment at their firm to grow; many expect employment to remain stable; and few expect a decline.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Understanding of inventory techniques  
Bondable

Cash handling skills  
Record keeping skills

#### Physical

Ability to stand continuously for 2 or more hours

Ability to lift at least 50 lbs. repeatedly

#### Personal

Ability to work independently  
Willingness to work with close supervision

Customer service skills

#### Basic

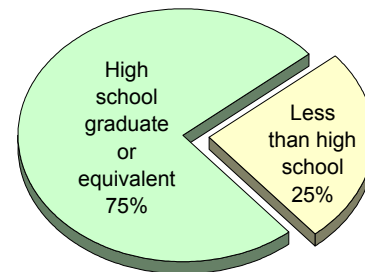
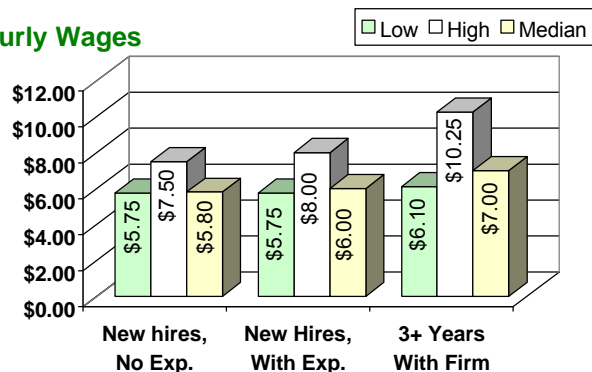
Ability to follow oral instructions  
Ability to read and follow instructions  
Basic math skills

Oral communication skills  
Ability to write legibly

**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (ave. of 9 months)	5%	70%	20%
Other occupational experience accepted	50%	50%	NA
Other experience: (6 employers responded, average of 5 months): Customer Service/Retail, clerical positions, or construction positions			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	50%	50%	NA
Technical or Vocational Training required	5%	95%	NA
Type of acceptable training: (6 employers responded) Computer training			

**EDUCATION: MINIMUM  
REQUIREMENTS****BENEFITS & WAGES****Hourly Wages****Benefits:**

	Full-time	Part-time
Vacation	80%	15%
Sick Leave	65%	10%
Retirement Plan	65%	5%
Medical Insurance	70%	10%
Dental Insurance	60%	10%
Vision Insurance	55%	10%
Life Insurance	60%	5%
Child Care	0%	0%

**OTHER**

Many of the positions are full-time, with employees working 35 to 40 hours/week. Many are part-time, with employees working 15 to 35 hours/week. Few positions are seasonal, with employees working 12 hours/week. Almost all employers have a day shift, some have a swing shift, and few have a graveyard shift.

Almost all employers provide promotional opportunities into positions such as Manager, Head Clerk, Asst. Manager, Lead Salesperson, Cashier, Price Audit Controller, Regional Supervisor, Department Head, or Pharmacy Help.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 4**  
(Over 3 months up to and including 6 months)

**General Education Development (GED)**

Reasoning Development ..... 3  
Mathematical Development ..... 2  
Language Development..... 2

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 4  
Q-Clerical Perception .... 3  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 4  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 5

GOE Code: 05.09.01

California Occupational Guide #575

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# TRAFFIC, SHIPPING, & RECEIVING CLERKS

OES Code: 580280

Surveyed: 1999

18 Firms Responded - 57 Employees - 28 New Hires

## DESCRIPTION

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or materials; and arrange for the transportation of products. Please do not include Stock Clerks, and workers whose primary duties involve weighing and checking.

### Related DOT Titles

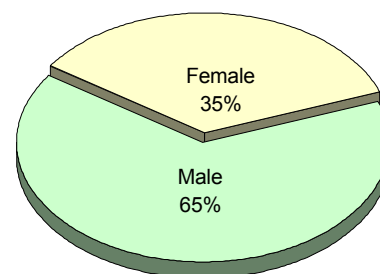
Title	DOT Code
Traffic Clerk	214.587-014
Shipping & Receiving Clerk	222.387-050
Shipping Checker	222.687-030
Incoming Freight Clerk	248.362-010

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than supply of experience and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Almost all the positions filled over the last 12 months were from promotions, turnover/separation or temporary positions; few were from growth. The three most successful recruitment methods for employers are walk-in applicants, newspaper ads, and employees' referrals.

### Gender



### Where the Jobs Are

SIC	Industry
201	Meat Products
202	Dairy Products
203	Preserved Fruits and Vegetables
249	Misc. Fabricated Metal Products
422	Public Warehousing and Storage
515	Farm-Product Raw Materials
531	Department Stores
541	Grocery Stores
738	Misc. Business Services
901	Federal Government

### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Much faster than average

Job Growth	48.1%	Forecast
Openings	130	1997 270
Separations	40	2004 400

Almost all employers report the same occupational size as last year; few report growth. Over the next 2 years, many employers expect employment at their firm to remain stable; many also expect growth; few expect a decline in employment.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Record keeping skills	Understanding of inventory techniques
Ability to write effectively	Ability to operate a fork lift
Ability to use the U.S & private parcel post service	Ability to plan and organize the work of others
Possession of a valid drivers' license	Ability to type at least 30 wpm

#### Physical

Ability to stand continuously for 2 or more hours	Ability to lift at least 60 lbs. repeatedly
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#### Personal

Ability to work independently	Ability to work under pressure
Willingness to work with close supervision	

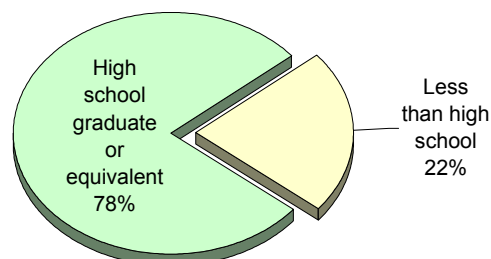
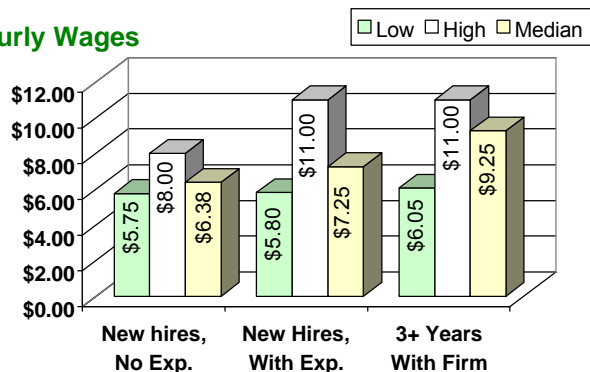
#### Basic

Ability to read and follow instructions	Oral communication skills
Basic math skills	Ability to write legibly

**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (ave. of 14 months)	39%	44%	17%
Other occupational experience accepted	40%	60%	NA
Other experience: (10 employers responded, average of 14 months): Clerical position, Dispatcher, Retail/Merchandise position.			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	0%	100%	NA
Technical or Vocational Training required	6%	89%	6%
Type of acceptable training: (10 employers responded) Basic Engine, Forklift with safety procedures			

**EDUCATION: MINIMUM  
REQUIREMENTS****BENEFITS & WAGES****Hourly Wages****Benefits:**

	Full-time	Part-time
Vacation	78%	6%
Sick Leave	67%	6%
Retirement Plan	72%	6%
Medical Insurance	83%	6%
Dental Insurance	78%	6%
Vision Insurance	56%	6%
Life Insurance	67%	6%
Child Care	0%	0%

**OTHER**

Most of the positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 15 to 32 hours/week. Few are temporary/on-call, with employees working 40 hours/week. All employers have a day shift, some have a swing shift, and few have a graveyard shift.

All employers provide promotional opportunities into occupations such as Parts Man, Customer Service Rep., Director of Operations, Crew Leader, Supervisor, Department Head, Shipping/Receiving Supervisor, Manager, or Asst. Manager.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 4**  
(Over 3 months up to and including 6 months)

**General Education Development (GED)**

Reasoning Development ..... 3  
Mathematical Development ..... 2  
Language Development..... 2

**Aptitudes:**

G-Intelligence ..... 3      K-Motor Coordination ..... 3  
V-Verbal aptitude ..... 3      F-Finger Dexterity ..... 4  
N-Numerical Aptitude .... 4      M-Manual Dexterity ..... 3  
S-Spatial Aptitude ..... 4      E-Eye/Hand/Foot Coordination .... 5  
P-Form Perception ..... 4      C-Color Discrimination ..... 5  
Q-Clerical Perception .... 3

GOE Code: 05.09.01

California Occupational Guide #63

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

OES Code: 971020

Surveyed: 1999

16 Firms Responded - 362 Employees - 169 New Hires

## DESCRIPTION

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

### Related DOT Titles

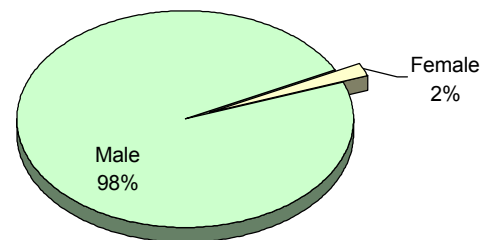
Title	DOT Code
Concrete Mixing Truck Driver	900.683-010
Tank Truck Driver	900.683-018
Tractor Trailer Truck Driver	904.383-010
Heavy Truck Driver	905.663-014

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Many of the positions filled over the last 12 months were from turnover/separation; some were from growth; and few were from temporary/on-call positions. The three most successful recruitment methods for employers are walk-in applicants, newspaper ads, and employees' referrals.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Faster than average

Job Growth	27.3%	Forecast	
Openings	300	1997	1,100
Separations	120	2004	1,400

Most employers report an increase in occupational size from last years' figures, some report stability. Over the next 2 years, many employers expect employment at their firm to remain stable; many also expect growth.

### Where the Jobs Are

SIC	Industry
287	Agricultural Chemicals
327	Concrete, Gypsum and Plaster Products
421	Trucking & Courier Services, Ex. Air
541	Groceries and Related Products

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Possession of a valid Class A drivers' license  
Map reading skills  
Knowledge of local streets  
Ability to load and unload trucks  
Automotive maintenance and minor repair skills  
Ability to drive a forklift

Ability to read invoices  
Ability to drive trucks long distance  
Record keeping skills  
Ability to meet ICC requirements  
Possession of a valid Class B Drivers' license

#### Physical

Ability to pass a pre-employment medical examination  
Ability to lift at least 75 lbs. repeatedly

#### Personal

Ability to work independently  
Possession of a good DMV driving record

#### Basic

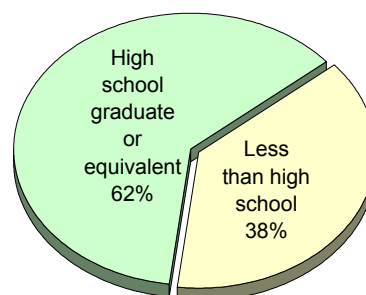
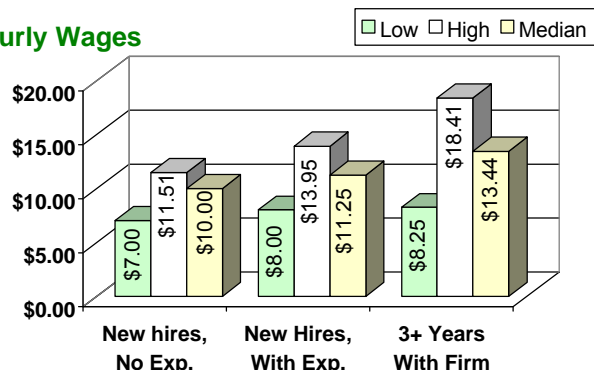
Ability to read and follow instructions  
Oral communication skills  
Basic math skills  
Ability to write legibly



**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (ave. of 16 months)	63%	13%	25%
Other occupational experience accepted	14%	86%	NA
Other experience: (14 employers responded, average of 18 months): Anything in truck driving field.			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	14%	86%	NA
Technical or Vocational Training required	63%	38%	0%
Type of acceptable training: (14 employers responded) Truck Driving School, and a Commercial License			

**EDUCATION: MINIMUM  
REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Almost all of the positions are full-time, with employees working 40 to 65 hours/week. Few positions are seasonal, with employees working 50 hours/week. All employers have a day shift, few have a swing shift.

**Benefits:**

	Full-time	Part-time
Vacation	88%	NA
Sick Leave	50%	NA
Retirement Plan	81%	NA
Medical Insurance	94%	NA
Dental Insurance	75%	NA
Vision Insurance	56%	NA
Life Insurance	56%	NA
Child Care	0%	NA

**OTHER**

Most employers provide promotional opportunities into positions such as Dispatcher, Head Truck Driver, Office Manager, Service Clerk, Manager, Sales Rep., or Operations Manager

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 4**  
(Over 3 months up to and including 6 months)

**General Education Development (GED)**

Reasoning Development ..... 3  
Mathematical Development ..... 2  
Language Development..... 2

**Aptitudes:**

G-Intelligence ..... 3      K-Motor Coordination ..... 3  
V-Verbal aptitude ..... 4      F-Finger Dexterity ..... 4  
N-Numerical Aptitude .... 4      M-Manual Dexterity ..... 3  
S-Spatial Aptitude ..... 2      E-Eye/Hand/Foot Coordination .... 3  
P-Form Perception ..... 3      C-Color Discrimination ..... 4  
Q-Clerical Perception .... 3

GOE Code: 05.08.01

California Occupational Guide #255

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS



# TRUCK DRIVERS, LIGHT - INCLUDING DELIVERY & ROUTE DRIVERS

OES Code: 971050

Surveyed: 1999

15 Firms Responded - 126 Employees - 11 New Hires

## DESCRIPTION

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Please do not include workers whose duties include sales.

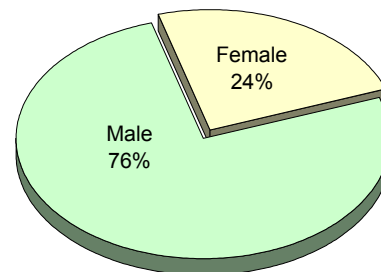
Related DOT Titles	
Title	DOT Code
Food Service Driver	906.683-010
Light Truck Driver	906.683-022
Driver	913.663-018

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Some positions filled over the last 12 months were from growth; some were from promotions or turnover/separations; and few were from temporary positions. The three most successful recruitment methods for employers are newspaper ads, walk-in applicants, and employees' referrals.

### Gender



### Where the Jobs Are

SIC	Industry
201	Meat Products
275	Commercial Printing
421	Trucking & Courier Services, Ex. Air
451	Air Transportation, Scheduled
501	Motor Vehicles, Parts and Supplies
514	Groceries and Related Products
551	New and Used Car Dealers
571	Furniture and Home Furnishings Stores
596	Nonstore Retailers
754	Automotive Services, Except Repair

### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Average

Job Growth	20.5%	Forecast	
Openings	90	1997	440
Separations	50	2004	530

Almost all employers report the same occupational size as last year; few report growth. Over the next 2 years, most employers expect employment at their firm to grow; many expect stability.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Ability to load and unload freight
- Ability to read invoices
- Possession of a valid Class A drivers' license
- Ability to operate a forklift

- Map reading skills
- Knowledge of local streets
- Record keeping skills
- Possession of a valid Class B drivers' license

#### Physical

- Ability to lift at least 75 lbs. repeatedly

- Ability to pass a pre-employment medical examination

#### Personal

- Possession of a good DMV driving record

- Ability to work independently

#### Basic

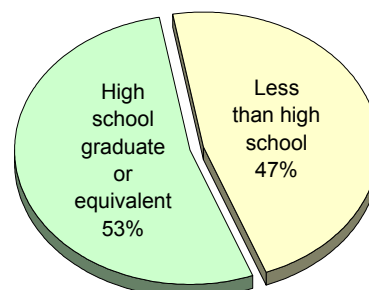
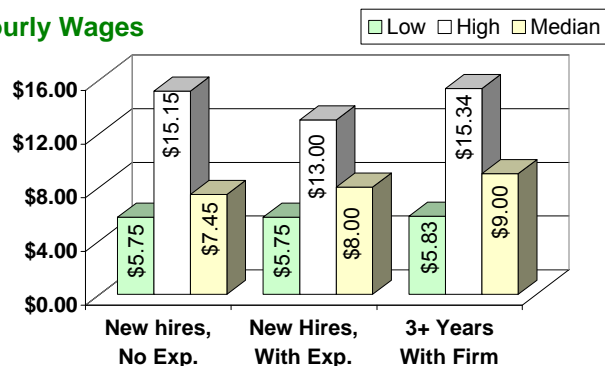
- Ability to read and follow instructions
- Basic math skills

- Oral communication skills
- Ability to write legibly

**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (ave. of 18 months)	33%	60%	7%
Other occupational experience accepted	33%	67%	NA
Other experience: (6 employers responded, average of 9 months): Customer Service experience, pizza delivery, doctor delivery.			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	17%	83%	NA
Technical or Vocational Training required	7%	93%	0%
Type of acceptable training: (6 employers responded) Hazardous Fuel Training			

**EDUCATION: MINIMUM  
REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Almost all of the positions are full-time, with employees working 40 to 60 hours/week. Few positions are part-time, with employees working 20 to 30 hours/week. Few positions are seasonal or temporary, with employees working 10 hours/week. All employers have a day shift, few have a swing or graveyard shift.

**Benefits:**

	Full-time	Part-time
Vacation	73%	7%
Sick Leave	53%	7%
Retirement Plan	53%	7%
Medical Insurance	60%	7%
Dental Insurance	53%	7%
Vision Insurance	20%	7%
Life Insurance	53%	0%
Child Care	0%	0%

**OTHER**

Almost all employers provide promotional opportunities into occupations such as Parts Manager, Warehouse Coordinator, Finishers, Sales, Supervisor, Counter Managers, or Store Manager.

**ASSESSMENT CODES****Specific Vocational Preparation (SVP): 2**

(Anything beyond a short demo up to and including 30 days)

**General Education Development (GED)**

Reasoning Development ..... 2

Mathematical Development ..... 1

Language Development..... 1

**Aptitudes:**

G-Intelligence ..... 4

V-Verbal aptitude ..... 4

N-Numerical Aptitude .... 4

S-Spatial Aptitude ..... 4

P-Form Perception ..... 4

Q-Clerical Perception .... 3

K-Motor Coordination .....3

F-Finger Dexterity .....4

M-Manual Dexterity .....3

E-Eye/Hand/Foot Coordination ....5

C-Color Discrimination .....5

# TYPISTS, INCLUDING WORD PROCESSING

OES Code: 553070

Surveyed: 1998

11 Firms Responded - 45 Employees - 7 New Hires

## DESCRIPTION

Typists, Including Word Processing, type letters, reports, stencils, forms, addresses, or other straight copy material from rough draft, corrected copy, or voice recording, and may perform other clerical duties as assigned. Typists, including Word Processing, may use typewriters or word processing equipment. Please do not include Key punchers, Secretaries or Stenographers.

## Related DOT Titles

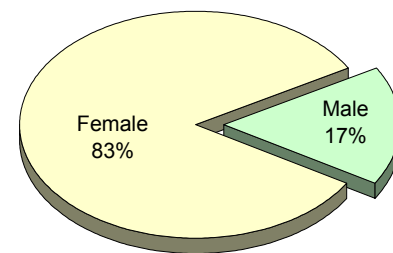
Title	DOT Code
Clerk-Typist	203.362-010
Typist	203.582-066

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced and inexperienced applicants a little difficult. Suggesting worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Many positions filled over the previous 12 months were from growth and some were from turnover or promotions. The three most successful recruitment methods for employers are employees' referrals, private employment agencies, and hire unsolicited applicants.

### Gender



### Where the Jobs Are

SIC	Industry
271	Newspapers
493	Combination Utility Services
641	Insurance Agents, Brokers & Service
736	Personnel Supply Services
806	Hospitals
811	Legal Services
902	State Government, Except Hosp. & Edu.
903	Local Government, Except Hosp. & Edu.

### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Decline

Job Growth	-16.7%	Forecast
Openings	-30	1997 180
Separations	20	2004 120

Most employers report the same level of employment as last year and some report growth. Most employers expect employment at their firm to remain stable over the next three years, few expect growth or a decline in employment.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Ability to perform basic mathematical computations
- Ability to read forms quickly
- Ability to use personal computers
- Data entry skills
- Filing skills (alpha and numeric)
- Knowledge of database software
- Knowledge of word processing software
- Statistical typing

- Ability to proofread
- Ability to type at least 60 wpm
- Ability to write effectively
- English grammar, spelling, and punctuation skills
- Knowledge of bookkeeping procedures
- Knowledge of spreadsheet software
- Skilled at clerical detail work

#### Physical

- Ability to sit for prolonged periods

#### Personal

- Ability to do routine, repetitive work
- Ability to work independently
- Willingness to work with close supervision

- Ability to interact well with others
- Public contact skills

#### Basic

- Ability to follow oral instructions
- Ability to write legibly

- Ability to read and follow instructions

## **EMPLOYER REQUIREMENTS (continued)**

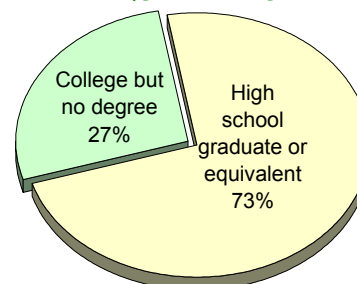
### **Training & Experience**

Many employers usually or always require work experience of applicants. Employers suggest 6 to 12 months of clerical experience, 12 months as a secretary, or 12 months experience as a typists.

Many employers never allow training to substitute for experience, while some may allow training to substitute for experience. Employers suggest 6 to 12 months of general clerical courses and ability to type at least 45 wpm.

Almost all employers seek applicants with computer skills in word processing. Some employers seek applicants with spreadsheet and database skills.

### **EDUCATION: MINIMUM REQUIREMENTS**



## **BENEFITS & WAGES**

### **Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	\$7.73	\$7.94	\$7.90
New Hire, W/Exp.	\$7.73	\$7.94	\$7.90
3+ Years W/Firm	\$8.68	\$9.19	\$8.71

### **Hourly Wages - NonUnion**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$10.25	\$8.26
New Hire, W/Exp.	\$6.00	\$11.50	\$8.95
3+ Years W/Firm	\$6.50	\$11.50	\$10.85

Almost all of the positions are full-time, with employees working 40 hours/week. Some are part-time, with employees working 15 to 35 hours/week.

### **Benefits**

	Full-time	Part-time
Vacation	82%	9%
Sick Leave	82%	9%
Retirement Plan	82%	0%
Medical Insurance	91%	0%
Dental Insurance	82%	0%
Vision Insurance	82%	0%
Life Insurance	55%	0%
Child Care	9%	0%

### **OTHER**

Almost all employers provide promotional opportunities into positions such as Secretary, Administrative Assistant, Paralegal, or Lead Typists Clerk.

## **ASSESSMENT CODES**

**Specific Vocational Preparation (SVP):** 3  
(Over 30 days up to and including 3 months)

### **General Education Development (GED)**

Reasoning Development .....	3
Mathematical Development .....	2
Language Development .....	3

### **Aptitudes:**

<b>G</b> -Intelligence .....	3	<b>K</b> -Motor Coordination .....	2
<b>V</b> -Verbal aptitude .....	3	<b>F</b> -Finger Dexterity .....	2
<b>N</b> -Numerical Aptitude ....	4	<b>M</b> -Manual Dexterity .....	3
<b>S</b> -Spatial Aptitude .....	4	<b>E</b> -Eye/Hand/Foot Coordination ....	5
<b>P</b> -Form Perception .....	4	<b>C</b> -Color Discrimination .....	5
<b>Q</b> -Clerical Perception ....	2		

**GOE Code:** 07.06.02

**California Occupational Guide #20**

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# VETERINARY TECHNICIANS & TECHNOLOGISTS

OES Code: 329510

Surveyed: 2000

6 Firms Responded - 23 Employees - 6 New Hires

## DESCRIPTION

Veterinary Technicians and Technologists perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. They prepare vaccines and serums for prevention of diseases. They prepare tissue samples, take blood samples, and execute laboratory tests such as urinalysis and blood counts. They clean and sterilize instruments and materials and maintain equipment and machines.

## Related DOT Titles

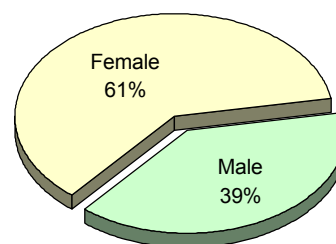
Title	DOT Code
Veterinary Technician	079.361-014

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Most employment opportunities are generated through turnover, some are from growth. The top three most successful recruitment methods for employers are employee referrals, in-house promotions or transfers, and school program referrals.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small  
Growth Rate: Remain stable

Job Growth	0.0%	Forecast	
Openings	0	1997	20
Separations	0	2004	20

### Where the Jobs Are

SIC	Industry
074	Veterinary Services

Almost all employers report stability in occupational employment over the last 12 months; few report growth. Over the next 2 years, many employers expect occupational employment to remain stable; some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Ability to operate precision laboratory equipment
- Ability to perform routine laboratory tasks
- Blood drawing skills
- Ability to write effectively

- Ability to follow laboratory procedures
- Instrument sterilization skills
- Ability to accurately record and report information
- Knowledge of medical terminology

#### Physical

- Ability to lift at least 50 lbs. repeatedly

#### Personal

- Willingness to work with close supervision

- Ability to work independently

#### Basic

- Basic math skills
- Ability to write legibly

- Ability to read and follow instructions
- Oral communication skills

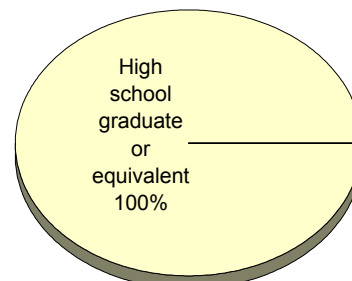
#### License

Paramedicals assisting veterinarians require certification. Requirements for certification is completion of a 2-year approved animal health technician program, or equivalent. For more information contact: Veterinary Medical Board, 1420 Howe Avenue, Suite 6, Sacramento, CA 95825, (916) 263-2610

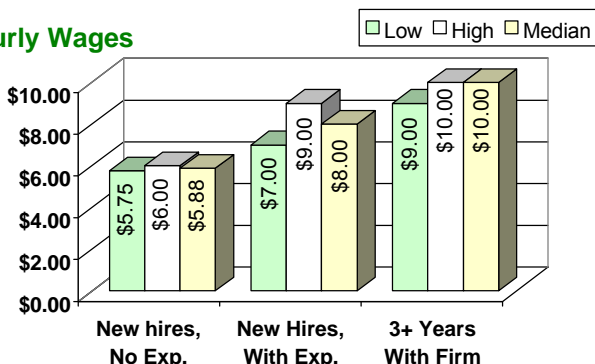
**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 24 months)	67%	33%	0%
Other occupational experience accepted*	0%	100%	NA
Other experience: (*4 employers responded): Employers do not accept other occupational experience.			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	75%	25%	NA
Technical or Vocational Training required	17%	67%	17%
Type of training: (*4 employers responded, average 8 months): Veterinary Technicians courses			

**EDUCATION: MINIMUM  
REQUIREMENTS****Computer Software**

Employers do not seek applicants with computer software skills.

**BENEFITS & WAGES****Hourly Wages****Benefits– Full-time employees**

	1	2	3	4
Vacation	83%	0%	0%	17%
Sick Leave	83%	0%	0%	17%
Retirement Plan	67%	0%	0%	33%
Medical Insurance	83%	0%	0%	17%
Dental Insurance	50%	0%	0%	50%
Vision Insurance	33%	0%	0%	67%
Life Insurance	17%	0%	0%	83%
Child Care	0%	0%	0%	100%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Many of the positions are full-time, with employees working 40 hours/week. Many positions are part-time, with employees work 30 to 40 hours/week. All employers have a day shift.

**OTHER**

Many employers provide promotional opportunities into occupations such as Certified Veterinary Technicians, Tech Supervisor, Supervisor, or Management.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 6**  
(Over 1 years up to and including 2 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 3  
Language Development..... 4

**Aptitudes:**

G-Intelligence ..... 3      K-Motor Coordination .....3  
V-Verbal aptitude ..... 3      F-Finger Dexterity .....3  
N-Numerical Aptitude .... 3      M-Manual Dexterity .....3  
S-Spatial Aptitude ..... 3      E-Eye/Hand/Foot Coordination ....4  
P-Form Perception ..... 3      C-Color Discrimination .....3  
Q-Clerical Perception .... 2

GOE Code: 02.03.03

California Occupational Guide #402

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS



# VOCATIONAL & EDUCATIONAL COUNSELORS

OES Code: 315140

Surveyed: 1999

10 Firms Responded - 84 Employees - 18 New Hires

## DESCRIPTION

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services

## Related DOT Titles

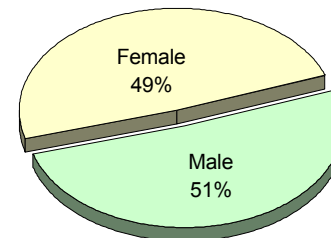
Title	DOT Code
Counselor	045.107-010
Residence Counselor	045.107-038
Vocational-Rehabilitation Counselor	045.107.042
Director of Counseling	045.107-018

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. For inexperienced applicants, supply of qualified applicants is greater than demand, creating a very competitive job market for applicants. Many of the position filled over the last 12 months were from turnover/separation; many were from growth; and few were from promotions. The three most successful recruitment methods for employers are newspaper ads, employees' referrals, and the Internet.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Slower than average

Job Growth	11.1%	Forecast
Openings	10	1997 90
Separations	10	2004 100

### Where the Jobs Are

SIC	Industry
821	Elementary and Secondary Schools
822	Colleges, Universities
903	Local Government

Many employers report the same occupational size as last year; many also report an increase. Over the next 2 years, most employers expect employment at their firm to remain stable; many also expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to interview others for information  
Record keeping skills  
Possession of a valid drivers'

Ability to write effectively  
Knowledge of family social work  
Understanding of a variety of cultures

#### Personal

Ability to handle crisis situations  
Ability to apply rules and regulations  
Possession of a clean police record

Ability to work independently  
Willingness to work with close supervision

#### Basic

Oral communication skills  
Ability to write legibly

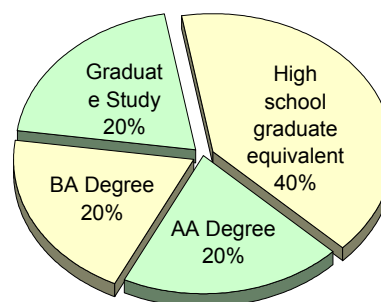
Ability to read and follow instructions  
Basic math skills



**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (ave. of 26 months)	70%	30%	0%
Other occupational experience accepted	43%	57%	NA
Other experience: (7 employers responded, average of 20 months): Counseling experience, any related field			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	14%	86%	NA
Technical or Vocational Training required	20%	80%	0%
Type of acceptable training: (7 employers responded) University course work, and/or state credentials			

**EDUCATION: MINIMUM  
REQUIREMENTS****BENEFITS & WAGES****Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	\$18.12	\$19.18	\$19.18
New Hire, W/Exp.	\$13.31	\$32.60	\$19.18
3+ Years W/Firm	\$14.68	\$32.60	\$20.29

**Hourly Wages - NonUnion**

	Low	High	Median
New Hire, No Exp.	Not Available		
New Hire, W/Exp.	\$10.55	\$26.00	\$16.11
3+ Years W/Firm	\$11.51	\$26.00	\$18.41

Almost all of the positions are full-time, with employees working 35 to 40 hours/week. Few are part-time, with employees working 20 to 25 hours/week. All employers have a day shift, and few have a swing shift.

**Benefits**

	Full-time	Part-time
Vacation	70%	10%
Sick Leave	90%	10%
Retirement Plan	40%	0%
Medical Insurance	80%	0%
Dental Insurance	80%	0%
Vision Insurance	70%	0%
Life Insurance	80%	0%
Child Care	0%	0%

**OTHER**

Most employers provide promotional opportunities into occupations such as Administrator, Supervisor, Assistant Principal, Principal, County Director.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 7**  
(Over 2 years up to and including 4 years)

**General Education Development (GED)**

Reasoning Development ..... 5  
Mathematical Development ..... 5  
Language Development ..... 5

**Aptitudes:**

<b>G</b> -Intelligence .....	2	<b>K</b> -Motor Coordination .....	4
<b>V</b> -Verbal aptitude .....	2	<b>F</b> -Finger Dexterity .....	4
<b>N</b> -Numerical Aptitude ....	3	<b>M</b> -Manual Dexterity .....	4
<b>S</b> -Spatial Aptitude .....	4	<b>E</b> -Eye/Hand/Foot Coordination ....	5
<b>P</b> -Form Perception .....	4	<b>C</b> -Color Discrimination .....	5
<b>Q</b> -Clerical Perception ....	3		

GOE Code: 10.01.02

California Occupational Guide #429

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# WEIGHERS, MEASURERS, CHECKERS & SAMPLERS

## RECORDKEEPING

OES Code: 580170

Surveyed: 2000

13 Firms Responded - 69 Employees - 26 New Hires

### DESCRIPTION

Recordkeeping Weighers, Measurers, Checkers, and Samplers duties are primarily clerical in nature and involve weighing, measuring, and checking materials, supplies, and equipment for the purpose of keeping relevant records. Included are workers who collect and keep record of samples of products or materials. Please do not include Production Samplers and Weighers.

### Related DOT Titles

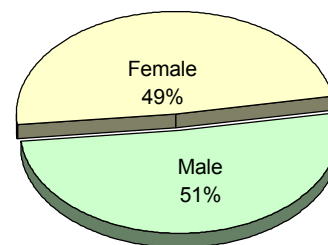
Title	DOT Code
Milk Receiver	222.585-010
Produce Weigher	299.587-010
Milk Sampler	410.357-010
Cotton Sampler	922.687-042

### EMPLOYMENT TRENDS

#### Supply & Demand

Supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through seasonal positions, few from turnover, and few from growth. The top three most successful recruitment methods for employers are employees referrals, newspaper ads, and in-house promotions or transfers.

#### Gender



#### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small  
Growth Rate: Remain stable

Job Growth	0.0%	Forecast	
Openings	0	1997	50
Separations	0	2004	50

Almost all employers report stability in occupational employment over the last 12 months; few report growth. Over the next 2 years, almost all employer expect stability in occupational employment; few expect growth.

### EMPLOYER REQUIREMENTS

#### Job Skills

##### Technical

- Ability to write effectively
- Ability to use a computer terminal
- General clerical skills
- Ability to do routine, repetitive work

- Ability to perform basic mathematical computations
- Record keeping skills
- Filing skills (alpha and numeric)
- Loading/unloading skills

##### Personal

- Willingness to work with close supervision

- Ability to work independently

##### Basic

- Oral communication skills
- Ability to read and follow instructions

- Ability to write legibly

# WEIGHERS, MEASURERS, CHECKERS & SAMPLERS

OES Code: 580170

- RECORDKEEPING

13 Firms Responded - 69 Employees - 26 New Hires

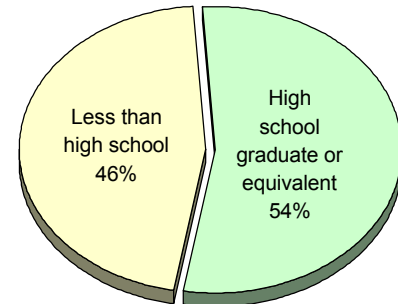
Surveyed: 2000

## EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 12 months)	54%	38%	8%
Other occupational experience accepted*	43%	57%	NA
Other experience: (*7 employers responded, average 12 months): Retail Inventory Worker, Dairy Worker			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience*	50%	50%	NA
Technical or Vocational Training required	0%	100%	0%
Type of training: (*8 employers responded): Employers do not require vocational training.			

## EDUCATION: MINIMUM REQUIREMENTS

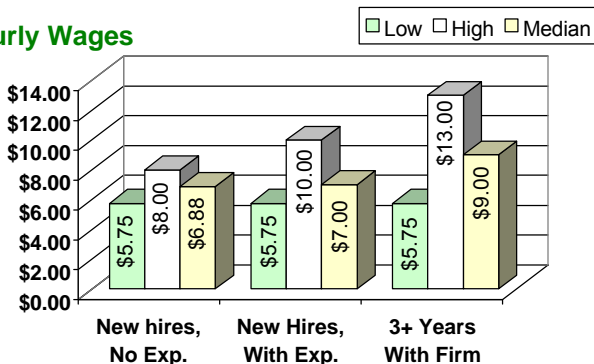


## Computer Software

Few employers seek applicants with word processing software skills, spreadsheet software skills, or database software skills.

## BENEFITS & WAGES

### Hourly Wages



### Benefits- Full-time employees

	1	2	3	4
Vacation	60%	0%	0%	30%
Sick Leave	70%	0%	0%	20%
Retirement Plan	50%	0%	0%	40%
Medical Insurance	60%	10%	0%	20%
Dental Insurance	50%	10%	0%	30%
Vision Insurance	30%	0%	0%	60%
Life Insurance	60%	0%	0%	30%
Child Care	0%	0%	0%	90%

1= Employer Pays All  
3=Employee Pays All

2=Share Cost  
4=Not Provided

Many of the positions are full-time, with employees working 40 hours/week. Few positions are part-time, with employees working 20 hours/week. Some positions are seasonal, with employees working 20 to 48 hours/week. All employers have a day shift, few have a swing shift, and some have a graveyard/night shift

## OTHER

Many employers provide promotional opportunities into occupations such as Supervisor, Quality Control positions, Production positions, or Office positions.

## ASSESSMENT CODES

**Specific Vocational Preparation (SVP): 4**  
(Over 3 months up to and including 6 months)

### General Education Development (GED)

Reasoning Development ..... 3  
Mathematical Development ..... 2  
Language Development..... 3

### Aptitudes:

G-Intelligence ..... 4  
V-Verbal aptitude ..... 3  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 4  
P-Form Perception ..... 4  
Q-Clerical Perception .... 3  
K-Motor Coordination ..... 4  
F-Finger Dexterity ..... 4  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 4

GOE Code: 03.04.05

California Occupational Guide #NA

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS  
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

# WELDERS & CUTTERS

OES Code: 939140

Surveyed: 1999

18 Firms Responded - 179 Employees - 67 New Hires

## DESCRIPTION

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

## Related DOT Titles

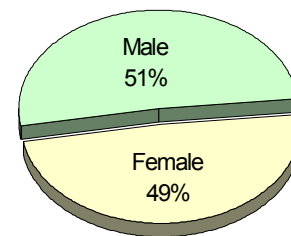
Title	DOT Code
Arc Welder	810.384-014
Welder-Fitter	819.361-010
Welder-Assembler	819.381-010
Combination Welder	819.384-010

## EMPLOYMENT TRENDS

### Supply & Demand

Employer demand is somewhat greater than supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Many of the positions filled over the last 12 months were from turnover/separation; some were from growth; and few were from promotions or temporary positions. The three most successful recruitment methods for employers are walk-in applicants, newspaper ads, and employees' referrals.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Much faster than average

Job Growth	61.1%	Forecast	
Openings	110	1997	180
Separations	40	2004	290

Many employers report the same occupational size as last year; many also report an increase. Over the next 2 years, many employers expect employment at their firm to remain stable; many also expect an increase; while few expect a decrease in employment.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

Ability to read working drawings  
Ability to use precision tools  
Gas welding skills  
Ability to operate inspection equipment  
Certified pressure vessel and pipe welder

Arc welding skills  
Ability to pass a work performance test  
Ability to read blueprints  
Certified structural welder

#### Physical

Ability to stand continuously for 2 or more hours  
Willingness to work with close supervision

Ability to work in awkward positions

#### Personal

Ability to work independently  
Willingness to work with close supervision

Possession of a mechanical aptitude

#### Basic

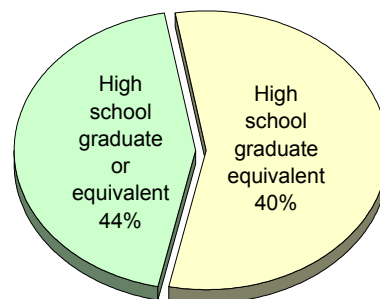
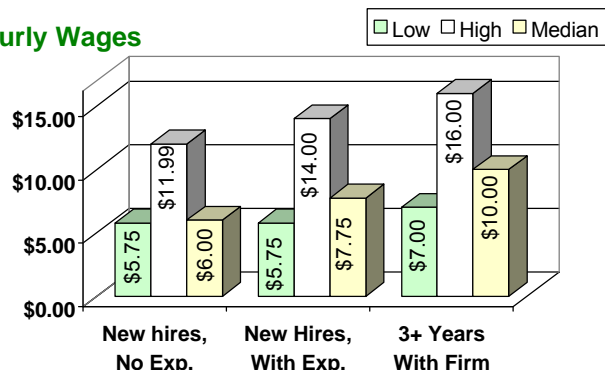
Ability to read and follow instructions  
Basic math skills

Oral communication skills  
Ability to write legibly

**EMPLOYER REQUIREMENTS (continued)**

Work Experience	Yes	No	Not Required But preferred
Work experience required (ave. of 23 months)	72%	17%	11%
Other occupational experience accepted	33%	67%	NA
Other experience: (15 employers responded, average of 13 months): Experience in Hydraulics, Electrical, and/or Refrigeration or Ag Mechanic.			

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	13%	87%	NA
Technical or Vocational Training required	6%	94%	0%
Type of acceptable training: (15 employers responded) Certified Auto Body Repairer			

**EDUCATION: MINIMUM  
REQUIREMENTS****BENEFITS & WAGES****Hourly Wages****Benefits:**

	Full-time	Part-time
Vacation	73%	7%
Sick Leave	53%	7%
Retirement Plan	53%	7%
Medical Insurance	60%	7%
Dental Insurance	53%	7%
Vision Insurance	20%	7%
Life Insurance	53%	0%
Child Care	0%	0%

**OTHER**

Most employers provide promotional opportunities into occupations such as Supervisor, Shop Foreman, Serviceman or lead person.

All of the positions are full-time, with employees working 40 to 50 hours/week. All employees have a day shift, few have a swing shift.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP): 5**  
(Over 6 months up to and including 1 year)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 4  
Language Development..... 3

**Aptitudes:**

G-Intelligence ..... 3  
V-Verbal aptitude ..... 4  
N-Numerical Aptitude .... 4  
S-Spatial Aptitude ..... 3  
P-Form Perception ..... 3  
Q-Clerical Perception .... 4  
K-Motor Coordination ..... 3  
F-Finger Dexterity ..... 3  
M-Manual Dexterity ..... 3  
E-Eye/Hand/Foot Coordination .... 5  
C-Color Discrimination ..... 4

GOE Code: 05.05.06

California Occupational Guide #84

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

# WELDING MACHINE SETTERS & SET-UP OPERATORS

OES Code: 917020

Surveyed: 1998

11 Firms Responded - 142 Employees - 48 New Hires

## DESCRIPTION

Welding Machine Setters and Set-up Operators set up or set up and operate welding machines that join or bond together parts of fabricated metal products and metal components, such as panels, frames, yokes, tubes, and containers according to specifications and blueprints. Please include workers who set up or set up and operate laser cutters and laser-beam machines. Please do not include workers who do not perform set-up work.

## Related DOT Titles

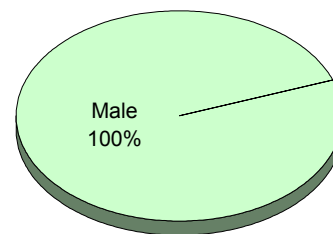
Title	DOT Code
Welding-Machine Operator, Gas	811.482-010
Welder Setter, Resistance Machine	812.360-010
Welder-Machine operator, Resistance	812.682-010

## EMPLOYMENT TRENDS

### Supply & Demand

Employers report finding experienced and inexperienced applicants somewhat difficult. Suggesting employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Many of the positions filled over the previous 12 months were from growth and turnover. The three most successful recruitment methods for employers are newspaper ads, hire unsolicited applicants, and employees' referrals.

### Gender



### Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Much faster than average

Job Growth	100.0%	Forecast
Openings	40	1997 40
Separations	10	2004 100

### Where the Jobs Are

#### SIC Industry

379	Misc. Transportation Equipment
352	Farm and Garden Machinery
373	Ship and Boat Building and Repairing

Most employers report the same level of employment as last year and some report growth. Most employers expect employment at their firm to remain stable over the next three years, some expect growth.

## EMPLOYER REQUIREMENTS

### Job Skills

#### Technical

- Shop math skills
- Ability to set up arc welding machines
- Ability to set up resistance welding machines
- Ability to set up electron beam machines
- Ability to use precision tools
- Ability to read working drawings
- Pass a work performance test

- Ability to use a computer terminal
- Ability to set up brazing machines
- Ability to set up laser beam machines
- Ability to use hand tools
- Ability to read blueprints
- Possess product knowledge

#### Personal

- Willingness to work with close supervision
- Manual dexterity

- Ability to work independently
- Good eye-hand coordination

#### Basic

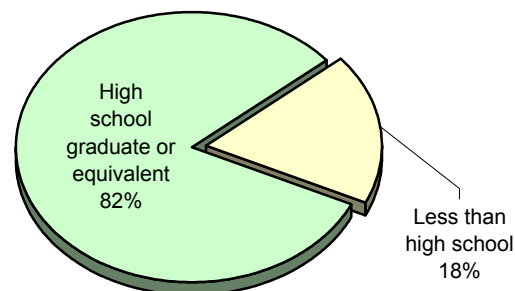
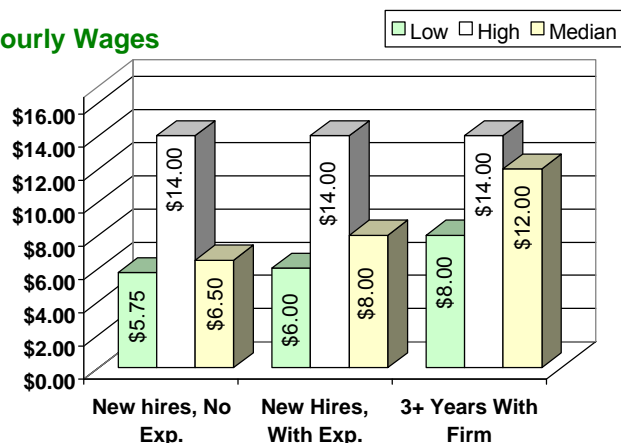
- Oral communication skills
- Ability to write legibly

- Ability to read and follow instructions

**EMPLOYER REQUIREMENTS (continued)****Training & Experience**

Most employers may require work experience of applicants. Employers suggest 5 to 10 months as a welder.

Most employers may allow training to substitute for work experience. Employers suggest 6 months of high school or college welding classes, or 24 months of college agriculture mechanic courses.

**EDUCATION: MINIMUM REQUIREMENTS****BENEFITS & WAGES****Hourly Wages**

Almost all of the positions are full-time, with employees working 40 to 43 hours/week. Few positions are seasonal, with employees working 40 hours/week.

**Benefits**

	Full-time	Part-time
Vacation	64%	0%
Sick Leave	27%	0%
Retirement Plan	36%	0%
Medical Insurance	64%	0%
Dental Insurance	9%	0%
Vision Insurance	18%	0%
Life Insurance	45%	0%
Child Care	0%	0%

**OTHER**

Most employers provide promotional opportunities into occupations such as Shop Foreman, Supervisor, or positions in sale staff.

**ASSESSMENT CODES**

**Specific Vocational Preparation (SVP):** 6  
(Over 1 year up to and including 2 years)

**General Education Development (GED)**

Reasoning Development ..... 4  
Mathematical Development ..... 4  
Language Development..... 3

**Aptitudes:**

<b>G</b> -Intelligence .....	3	<b>K</b> -Motor Coordination.....	3
<b>V</b> -Verbal aptitude .....	4	<b>F</b> -Finger Dexterity .....	4
<b>N</b> -Numerical Aptitude ....	3	<b>M</b> -Manual Dexterity .....	4
<b>S</b> -Spatial Aptitude .....	4	<b>E</b> -Eye/Hand/Foot Coordination ....	5
<b>P</b> -Form Perception .....	3	<b>C</b> -Color Discrimination .....	4
<b>Q</b> -Clerical Perception ....	4		

**GOE Code:** 06.02.19

**California Occupational Guide #NA**

**ALL** = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS  
**MANY** = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS





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## **APPENDIX A**

### **Explanation of:**

Guide for Occupational Exploration (GOE codes)

Specific Vocational Preparation (SVP)

Aptitudes

Scale of General Education Development (GED)

## APPENDIX A

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### Guide for Occupational Exploration (GOE)

Many youths and other jobseekers are unprepared for an effective job search because of a lack of knowledge about the kinds of job to look for. They may have difficulty relating their interest, skills, and potentials to appropriate occupations. To be effective, vocational counselors must have sufficient information to match an individual's interest, temperaments, potential ability and other personal traits to specific career fields and work conditions.

The U.S. Employment Service designed the Guide for Occupational Exploration to provide career counselors and other Dictionary of Occupational Title users with additional information about the interests, aptitudes, entry level preparation and other traits required for successful performance in various occupations. The GOE is also useful in self assessments and counselor-assisted settings to help people understand themselves realistically regarding their ability to meet job requirements. Descriptive information provided for each work group assists the individual in evaluating his or her own interests and relating them to a pertinent field of work.

The GOE coding structure classifies jobs at three levels of consideration. The first level divides occupations according to twelve interest areas corresponding to interest factors identified through research conducted by the former Division of Testing in the U.S. Employment Service. They define the interest factors, identified by a two-digit code, in terms of broad interest requirements of occupations as well as vocational interests of individuals. The twelve interest areas are defined as follows:

<b>01 Artistic</b>	<b>07 Business Detail</b>
<b>02 Scientific</b>	<b>08 Selling</b>
<b>03 Plants - Animals</b>	<b>09 Accommodating</b>
<b>04 Protective</b>	<b>10 Humanitarian</b>
<b>05 Mechanical</b>	<b>11 Leading-Influencing</b>
<b>06 Industrial</b>	<b>12 Physical-Performing</b>

The interest areas are then subdivided into work groups (the second two-digit set in the GOE code). Each work group contains occupations requiring similar worker traits and capabilities in related work settings. The GOE contains descriptive information for each work group and identifies each occupations in the group with a four-digit code and title. In many interest areas, occupations that require the most education, training, and experience are in the first group, while those requiring less formal education or experience are listed in the last group.

Work groups are then subdivided into subgroups (the third two-digit set in the GOE code) of occupations with even homogeneous interests, aptitudes, and adaptability requirements. Each subgroup is identified by its unique six-digit code and title. Individual occupations are listed alphabetically within subgroups. Some subgroups contain occupations from more than one industry, listed within alphabetized industries.

### Specific Vocational Preparation (SVP)

Specific Vocational Preparation is defined as the amount of lapsed time required by a typical worker to learn the techniques, acquire the information, and develop the facility needed for average performance in a specific job-worker situation.

This training may be acquired in a school, work, military, institutional, or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions for any new job. Specific vocational training includes: vocational education, apprenticeship training, in-plant training, on-the-job training, and essential experience in other jobs.

The following is an explanation of the various levels of specific vocational preparation:

#### Level Time

- 1** Short demonstration only
- 2** Anything beyond short demonstration up to and including 1 month
- 3** Over 1 month up to and including 3 months
- 4** Over 3 months up to and including 6 months
- 5** Over 6 months up to and including 1 year
- 6** Over 1 year up to and including 2 years
- 7** Over 2 years up to and including 4 years
- 8** Over 4 years up to and including 10 years
- 9** Over 10 years

**Note:** the levels of this scale are mutually exclusive and do not overlap.

### Aptitudes

Aptitudes are the specific capacities or abilities required of an individual in order to facilitate the learning of some task or job duty. The following are the definitions of the eleven aptitudes shown in the Occupational Summaries:

- G - Intelligence:** General Learning Ability. The ability to “catch on” or understand instruction and underlying principles; the ability to reason and make judgments. General learning ability is closely related to doing well in school.
- V - Verbal Aptitude:** The ability to understand the meaning of words and use them effectively; the ability to comprehend language, to understand relationships between words and to understand meanings of whole sentences and paragraphs.
- N - Numerical Aptitude:** The ability to perform arithmetic operations quickly and accurately.
- S - Spatial Aptitude:** Ability to think visually of geometric forms and to comprehend the two-dimensional objects. The ability to recognize the relationships resulting from the movements of objects in space.
- P - Form Perception:** Ability to perceive pertinent detail in objects in pictorial or graphical material. Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.
- Q - Clerical Perception:** Ability to perceive pertinent detail in verbal and tabular material. Ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation. A measure of speed of perception which is required in many industrial jobs when the job does not have verbal or numerical content.

**K - Motor Coordination:** Ability to coordinate eyes and hand of fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and swiftly.

**F - Finger Dexterity:** Ability to move fingers, and manipulate small objects with fingers, rapidly or accurately.

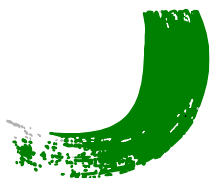
**M - Manual Dexterity:** Ability to move hands easily and skillfully. Ability to work with hands in placing and turning motions.

**E - Eye-Hand-Foot Coordination:** Ability to move the hand and foot coordinately with each other in accordance with visual stimuli.

**C - Color Discrimination:** The ability to match or discriminate between colors in terms of hue, saturation, and brilliance. To identify color or color combination from memory and be able to perceive harmonious or contrasting color combinations.

The preceding definitions are assigned a numerical value according to the following:

Rating	Degree of Aptitude Ability	
1	Markedly High	(over 90%)
2	High	(66% to 90%)
3	Medium	(34% to 65%)
4	Lower	(10% to 33%)
5	Markedly Low	(under 10%)



## APPENDIX A

LEVEL	REASONING	MATHEMATICAL	LANGUAGE
6	Apply principles of logic or scientific thinking to a wide range of intellectual and practical problems. Deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most concrete variables.	<p><b>Advanced Calculus:</b> Work with limits, continuity, real number system, mean value theorems, and implicit functions theorems.</p> <p><b>Modern Algebra:</b> Apply fundamental concepts of theories of groups, rings, and fields. Work with differential equations, linear algebra, infinite series, advanced operations methods, and functions of real and complex variables.</p> <p><b>Statistics:</b> Work with mathematical statistics, mathematical probability and applications, experimental design, statistical inference and econometrics.</p>	<p><b>Reading:</b> Reading literature, book and play reviews, scientific and technical journals, abstracts, financial reports and legal documents.</p> <p><b>Writing:</b> Write novels, plays, editorials, journals, speeches, manuals, critiques, poetry, and songs.</p> <p><b>Speaking:</b> Conversant in the theory, principles, and methods of effective and persuasive speaking, discussion and debate.</p>
5	Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret and extensive variety of diagrammatic form. Deal with several abstract and concrete variables.	<p><b>Algebra:</b> Work with exponents and logarithms, linear equations, quadratic equations, mathematical induction and binomial theorems, and permutations.</p> <p><b>Calculus:</b> Apply concepts of analytic geometry, differentiations, and integration of algebraic functions with applications</p>	Same as level 6.
4	Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.	<p><b>Algebra:</b> Deal with system of real numbers; linear, quadratic, rational, exponential, logarithmic, angle and circular functions: related algebraic solution of equations and inequalities; limits and continuity, and probability and statistical inference.</p> <p><b>Geometry:</b> Deductive axiomatic geometry, plane and solid; and rectangular coordinates.</p> <p><b>Shop Math:</b> Practical applications of fractions, percentages, ratio, and proportion, mensuration, logarithms, slide rule, practical algebra, geometric construction, and essentials of trigonometry.</p>	<p><b>Reading:</b> Reading novels, poems, newspapers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias.</p> <p><b>Writing:</b> Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.</p> <p><b>Speaking:</b> Participate in panel discussions, dramatizations, and debates. Speak extemporaneously on a variety of subjects.</p>

## APPENDIX A

LEVEL	REASONING	MATHEMATICAL	LANGUAGE
3	Apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form. Deal with problems involving several concrete variables in or from standard situations.	Compute discount, interest, profit and loss: commission, markup, and selling price; ratio and proportion, and percentage. Calculate surfaces, volumes, weights, and measure. Algebra: Calculate variables and formulas; monomials, and polynomials; ratio and proportion variables; and square roots and radicals. Geometry: Calculate plane and solid figures; circumference, area and volume. Understand kinds of angles, and properties of pairs of angles.	<b>Reading:</b> Read a variety of novels, magazines, atlases, and encyclopedias. <b>Writing:</b> Write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech. <b>Speaking:</b> Speak before an audience with poise, voice control, and confidence, using correct English and well-modulated voice.
2	Apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situation.	Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate, and percent. Draw and interpret bar graphs. Perform arithmetic operations involving all American monetary units.	<b>Reading:</b> Passive vocabulary of 5,000-6,000 words. Read at a rate of 190-215 words per minute. Read adventure stories and comic books, looking up unfamiliar words in dictionary for meaning, spelling, and pronunciation. Read instructions for assembling model cars and airplanes. <b>Writing:</b> Write compound and complex sentences, using cursive style, proper end punctuation, and employing adjectives and adverbs. <b>Speaking:</b> Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.
4	Apply commonsense understanding to carry out simple or one- or two-step instructions. Deal with standardized situations with occasional or no variables in or from these situations encountered on the job.	Add and subtract two digit numbers. Multiply and divide 10's by 2, 3, 4, 5. Perform the four basic arithmetic operations with coins as part of a dollar. Perform operations with units such as cup, pint, and quart; inch, foot, and yard; and ounce and pound.	<b>Reading:</b> Recognize meaning of 2,500 (two- or three-syllable) words. Read at a rate of 95-120 words per minute. Compare similarities and differences between words and between series of numbers. <b>Writing:</b> Print simple sentences containing subject, verb, and object, and series of numbers, names, and addresses. <b>Speaking:</b> Speak simple sentences, using normal word order, and present and past tenses.





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# APPENDIX B

## Surveyed Occupations

### 1991-2000

- Wages information for occupational summaries collected from 1991 through 1996 reflect the then current **minimum wage of \$4.25** per hour.
- Wage information for 1997 occupational summaries were collected between June 1997 and August 1997 and reflect the then current **minimum wage of \$5.00** per hour.
- Wage information for 1998 occupational summaries were collected between August 1998 and September 1998 and reflects the current **minimum wage of \$5.75** per hour.

## APPENDIX B

Year Of study	Occupational Title	OES Code	Median Wage			Benefits Full-time	Supply/ Demand Inexperience (Experienced)
			New Hires No Experience	New Hires With Experience	3+ Years with Firm		
1998	Accountants & Auditors	211140	\$10.00	\$12.00	\$15.00	VSRMDEL	SD (SD)
1996	Administrative Services Managers	130140	\$8.00	\$9.61	\$12.00	VSMD	LD (LD)
1991	Agricultural Product Inspectors	830080	\$4.38	\$4.75	\$5.00	-	ND (LD)
1991	Agricultural Sales Workers	490080	\$6.98	\$10.37	\$13.46	VSRMDL	ND (SD)
1999	Assemblers & Fabricators	939560	\$5.75	\$6.00	\$8.00	VM	MD (VD)
2000	Auto Body & Related Repairers	853050	\$5.75	\$10.00	\$14.00	VMD	MD (MD)
2000	Automotive Mechanics	853020	\$6.00	\$8.00	\$11.00	VSRMDEL	MD (MD)
1999	Bakers – Bread & Pastry	650210	\$6.07	\$6.95	\$8.00	V	MD (MD)
1996	Bill & Account Collectors	535080	\$6.00	\$7.00	\$8.65	VSRMDL	LD (LD)
1999	Billing, Cost, & Rate Clerks	553440	\$7.00	\$7.00	\$9.00	VSRMD	MD (MD)
2000	Bookkeeping & Accounting Clerks	553380	\$7.00	\$8.50	\$12.00	VSRMDE	ND (MD)
1997	Bus & Truck Mechanics (Diesel)	853110	\$8.00	\$9.50	\$11.00	VMDE	SD (SD)
1998	Bus Drivers – School	971110	\$9.00	\$9.30	\$11.04	VSRMDE	SD (SD)
1997	Butcher & Meat Cutters	650230	\$6.00	\$9.50	\$12.00	VSMD	LD (SD)
1998	Cabinetmakers & Bench Carpenters	893110	\$5.75	\$7.25	\$10.00	V	LD (SD)
1998	Cannery Workers	939350	\$7.40	\$7.40	\$7.50	VSRMDEL	LD (LD)
1998	Carpenters	871020	\$6.00	\$10.00	\$12.00	-	SD (SD)
1997	Cashiers	490230	\$5.00	\$5.35	\$8.00	VSMD	LD (LD)
1995	Chemical Plant & System Operator	950080	\$8.50	\$8.00	\$12.00	VSRMDEL	SD (SD)
1997	Child Care Workers	680380	\$5.50	\$5.50	\$7.00	VSMDE	ND (ND)
2000	Combined Food Preparation & Service Workers	650410	\$5.75	\$6.00	\$8.00	—	ND (ND)
1994	Compliance Officers & Enforcement Inspectors	219110	\$13.52	\$15.59	\$18.10	VSRMDEL	LD (SD)
1994	Computer Operators	560110	\$7.00	\$8.13	\$12.25	VSRMDL	LD (LD)
1998	Computer Programmers	251050	\$10.75	\$8.63	\$17.26	VSRMDL	LD (LD)
1998	Cooks – Institutional or Cafeteria	650280	\$6.43	\$7.50	\$8.50	VSRMDE	LD (SD)
1997	Cooks – Restaurant	650260	\$5.50	\$6.00	\$8.00	VMD	SD (LD)
2000	Cooks – Short Order	650350	\$6.00	\$7.00	\$9.00	VM	ND (MD)
1994	Correctional Officers & Jailers	630170	\$12.05	\$12.05	\$13.78	VSRMDEL	LD (SD)
1994	Cost Estimators	219020	\$6.46	\$13.84	\$17.00	VM	ND (SD)
1996	Counter Attendants	650170	\$4.25	\$4.50	\$5.00	-	LD (SD)
1994	Customer Service Representatives	553350	\$6.59	\$8.00	\$10.00	VSRMDL	ND (LD)
1991	Dairy Herders	780140	\$6.35	\$8.55	\$9.90	VM	- (SD)
		<b>V = Paid Vacation    M = Medical Insurance</b> <b>S = Sick Leave        D = Dental Insurance</b> <b>R = Retirement        E = Vision Insurance</b> <b>L = Life Insurance</b>				<b>ND = Not Difficult</b> <b>MD = Moderately Difficult</b> <b>LD = A Little Difficult (pre 1999)</b> <b>SD = Somewhat Difficult</b> <b>VD = Very Difficult</b>	

## APPENDIX B (Cont)

Year Of study	Occupational Title	OES Code	Median Wage			Benefits Full-time	Supply/ Demand Inexperience (Experienced)
			New Hires No Experience	New Hires With Experience	3+ Years with Firm		
1991	Dairy Milkers	780110	\$5.89	\$6.84	\$7.78	VSRMDL	ND (LD)
1994	Dairy Processing Equipment Operators	929320	\$7.71	\$8.25	\$9.63	VSMD	LD (SD)
1998	Data Entry Keyers	560170	\$6.50	\$7.38	\$9.00	VSMDL	LD (LD)
1994	Data Processing Equipment Repairers	857050	\$6.00	\$8.00	\$10.30	VSM	LD (SD)
2000	Dental Assistants	660020	\$8.00	\$8.00	\$9.25	VSRMD	ND (ND)
2000	Dental Hygienists	329080	\$31.38	\$31.25	\$35.00	—	ND (ND)
1996	Dining Room & Cafeteria Attendants & Bartender Helpers	650140	\$4.30	\$4.75	\$5.00	—	LD (SD)
2000	Drafters	225140	\$8.50	\$10.35	\$14.00	VRML	VD (MD)
2000	Drywall Installers	871080	\$7.00	\$8.00	\$10.00	VSRMD	MD (VD)
1998	Electricians	872020	\$7.38	\$10.00	\$12.00	VM	SD (VD)
1995	Employment Interviewers	215080	\$8.00	\$8.89	\$11.54	VSRMD	SD (SD)
1997	Farm Equipment Mechanics	853210	\$7.50	\$8.25	\$11.00	VMD	SD (SD)
1998	File Clerks	553210	\$6.64	\$7.94	\$9.19	VSRMDEL	LD (LD)
1992	First Line Supervisor/Managers - Clerical	510020	\$7.50	\$8.00	\$10.00	VSRMD	LD (SD)
1996	First Line Supervisor/Managers - Helpers, Laborers	810170	\$5.95	\$8.33	\$11.27	VSM	LD (LD)
1995	First Line Supervisor/Managers - Mechanics	810020	\$11.53	\$11.41	\$14.13	VSRMDL	ND (SD)
2000	First Line Supervisor/Managers - Production	810080	\$12.01	\$12.01	\$14.90	VSRMDEL	ND (MD)
1992	First Line Supervisor/Manager - Sales	410020	\$5.99	\$6.97	\$8.37	VSRMDEL	LD (LD)
1997	Food Preparation Workers	650380	\$5.25	\$5.65	\$7.00	VMD	ND (LD)
1994	Food Service Managers	150261	\$4.88	\$5.61	\$7.35	VSRMDEL	LD (SD)
1997	Gardeners & Groundskeepers	790140	\$7.74	\$8.26	\$9.37	VSRMDE	ND (LD)
1994	General Farm Workers	798550	\$4.50	\$5.00	\$5.69	VMDL	ND (LD)
1995	General Managers & Top Executives	190050	\$16.55	\$13.62	\$15.38	VSRMDL	SD (VD)
1999	General Office Clerks	553470	\$6.25	\$7.00	\$8.75	VSRMDE	MD (MD)
1999	Graders and Sorters—Ag Products	790110	\$5.75	\$5.75	\$5.75	—	ND (MD)
1997	Guards & Watch Guards	630470	\$5.75	\$6.00	\$7.50	VSRMDE	LD (SD)
1997	Hand Packers & Packagers	989020	\$5.50	\$5.50	\$7.50	VSMD	ND (LD)
1998	Heating, AC, & Refrigeration Mech.	859020	\$7.00	\$10.00	\$14.00	VRML	SD (VD)
1999	Helpers—Carpenters & Related	983120	\$7.00	\$8.00	\$12.00	V	MD (VD)
		<b>V = Paid Vacation    M = Medical Insurance</b> <b>S = Sick Leave        D = Dental Insurance</b> <b>R = Retirement        E = Vision Insurance</b> <b>L = Life Insurance</b>				<b>ND = Not Difficult</b> <b>MD = Moderately Difficult</b> <b>LD = A Little Difficult</b> <b>SD = Somewhat Difficult</b> <b>VD = Very Difficult</b>	

## APPENDIX B (Cont)

Year Of study	Occupational Title	OES Code	Median Wage			Benefits Full-time	Supply/ Demand Inexperience (Experienced)
			New Hires No Experience	New Hires With Experience	3+ Years with Firm		
1994	Home Appliance & Power Tool Repairer	857111	\$5.13	\$8.00	\$10.00	VSM	ND (VD)
1996	Home Health Care Worker	660110	\$5.50	\$5.75	\$7.00	—	ND (SD)
2000	Hotel Desk Clerks	538080	\$5.75	\$6.25	\$7.00	—	MD (MD)
1996	Human Service Workers	273080	\$7.00	\$9.00	\$10.00	VSMDVL	SD (SD)
1999	Industrial Production Managers	150140	\$13.39	\$14.38	\$19.18	VSRMDL	MD (MD)
2000	Industrial Truck/Tractor Operators	979470	\$6.50	\$9.00	\$10.00	VSRDL	ND (MD)
1993	Instructional Aides	315211	\$6.32	\$6.46	\$7.44	VSMDE	ND (SD)
1993	Insurance Claims Clerks	533110	\$6.00	\$6.73	\$8.40	VSMD	LD (SD)
1993	Insurance Policy Processing Clerks	533110	\$5.87	\$6.73	\$8.41	VSMD	LD (SD)
1999	Interviewing Clerks	553320	\$7.00	\$6.75	\$7.72	VSML	ND (MD)
1998	Janitors & Cleaners	670050	\$6.00	\$6.25	\$8.00	VME	LD (LD)
1995	Kindergarten Teachers	313022	\$12.27	\$14.23	\$16.00	SRMDE	ND (ND)
1991	Legal Secretaries	551020	\$6.92	\$7.66	\$9.66	VSM	ND (VD)
1998	Licensed Vocational Nurses	325050	\$11.00	\$11.73	\$14.00	VSRMD	LD (SD)
1991	Livestock/Poultry Farmworkers	780080	\$5.00	\$5.25	\$6.80	—	ND (SD)
1993	Loan & Credit Clerks	531210	\$7.25	\$8.00	\$9.50	VSRMDL	LD (SD)
2000	Loan Officers & Counselors	211080	\$7.00	\$9.61	\$12.00	VSRMDEL	ND (MD)
1996	Lodging Managers	150262	\$4.25	\$5.50	\$6.75	VM	LD (SD)
1992	Machinery Maintenance Mechanics	851100	\$14.67	\$14.67	\$15.71	VSRMDEL	ND (SD)
2000	Machinists	891080	\$6.00	\$9.00	\$12.00	VM	ND (MD)
1999	Maids & Housekeeping Cleaners	670020	\$5.75	\$6.00	\$6.50	—	ND (ND)
1997	Maintenance Repairers	851320	\$8.50	\$9.23	\$12.87	VSMD	SD (SD)
1991	Meat, Poultry, Fish Cutters – Hand	939380	\$4.75	\$6.00	\$8.88	VSRM	ND (SD)
1991	Mechanics & Repairer Helpers	981020	NA	\$7.00	\$9.50	VSRMDEL	-
1992	Medical & Clinical Laboratory Technologists	329020	\$10.29	\$13.58	\$15.05	VSRMDL	SD (SD)
1998	Medical Assistants	660050	\$7.00	\$7.50	\$9.25	VSRM	LD (LD)
1999	Medical Record Technicians	329110	\$6.50	\$7.00	\$8.25	VSRMD	ND (MD)
1998	Medical Secretary	551050	\$6.00	\$7.00	\$8.50	VSRM	SD (LD)
1992	Metal Fabricators, Structural Metal Products	917140	\$6.00	\$6.00	\$9.75	VRM	LD (SD)
1997	Nurses Aides	660080	\$5.75	\$5.75	\$7.50	VSM	LD (SD)
1991	Nursery Workers	790050	\$4.25	\$4.63	\$6.50	-	ND (ND)
		<b>V = Paid Vacation    M = Medical Insurance</b> <b>S = Sick Leave        D = Dental Insurance</b> <b>R = Retirement        E = Vision Insurance</b> <b>L = Life Insurance</b>				<b>ND = Not Difficult</b> <b>MD = Moderately Difficult</b> <b>LD = A Little Difficult</b> <b>SD = Somewhat Difficult</b> <b>VD = Very Difficult</b>	

## APPENDIX B (Cont)

Year Of study	Occupational Title	OES Code	Median Wage			Benefits Full-time	Supply/ Demand Inexperience (Experienced)
			New Hires No Experience	New Hires With Experience	3+ Years with Firm		
1993	Occupational Therapists	323050	\$35.00	\$35.00	\$35.00	VS	SD (SD)
1994	Office Machine & Cash register Servicers	859260	\$6.92	\$7.21	\$10.31	VSM	ND (SD)
1994	Opticians - Dispensing & Measuring	325140	\$5.38	\$6.25	\$8.00	VSRD	LD (SD)
1991	Orchard/Vineyard Farmworkers	780050	\$4.25	\$4.25	\$5.00	-	ND (SD)
2000	Packaging & Filling Machine Operators	929740	\$7.25	\$7.50	\$9.00	VSRMDEL	ND (ND)
1997	Paralegal Personnel	283050	\$9.00	\$10.00	\$15.00	VMD	LD (SD)
1998	Payroll & Timekeeping Clerks	553410	\$6.05	\$8.25	\$9.73	SMDEL	LD (LD)
1998	Personal & Home Care Aides	680350	\$6.15	\$7.00	\$9.00	-	SD (SD)
1991	Personnel Clerks	553140	\$7.00	\$7.14	\$8.40	VSRMDEL	ND (SD)
1995	Personnel, Training,	130050	\$9.61	\$11.53	\$14.86	VSRMDL	ND (SD)
1994	Pharmacy Technicians	660260	\$8.00	\$8.75	\$10.75	VSRMDEL	ND (SD)
1997	Physical Therapist Assistants	660171	\$13.55	\$14.05	\$15.00	VSRMD	SD (SD)
1993	Physical Therapists	323080	\$18.75	\$21.71	\$24.91	VSN	SD (VD)
1997	Physical Therapy Aides	660172	\$6.00	\$7.00	\$9.33	VSRMD	LD (SD)
1991	Plant Maintenance Mechanics	851190	\$6.74	\$8.04	\$9.63	-	ND (LD)
1994	Plasterers & Stucco Masons	873170	\$6.00	\$9.50	\$14.25	-	LD (SD)
1999	Plumbers, Pipefitters, & Steamfitters	875020	\$7.00	\$10.00	\$14.00	VSMD	VD (VD)
1994	Police Patrol Officers	630140	\$12.79	\$12.79	\$14.40	VSRNDEL	LD (SD)
1995	Preschool Teachers	313021	\$5.05	\$6.00	\$8.35	VSRMDE	ND (SD)
2000	Production Inspectors	830050	\$7.81	\$9.07	\$13.00	VSRMDEL	ND (MD)
1992	Production, Planning & Expediting Clerks	580080	\$6.90	\$7.00	\$9.25	VSRMDEL	LD (SD)
1998	Radiologic Technologists	329190	\$11.75	\$13.00	\$16.00	VSRM	LD (LD)
1997	Receptionists & Information Clerks	553050	\$6.00	\$6.75	\$8.00	VSMD	LD (ND)
1999	Registered Nurses	325020	\$16.44	\$16.00	\$17.00	VSRMDEL	MD (MD)
2000	Respiratory Care Practitioners	323020	\$14.08	\$15.00	\$17.50	VSRMDEL	MD (MD)
2000	Salesperson – Retail	490110	\$5.75	\$6.00	\$8.50	VSRMD	ND (ND)
1999	Secretaries, General	551080	\$6.43	\$8.00	\$10.00	VSRMDE	ND (MD)
1991	Secretaries, Legal	551020	\$6.92	\$7.66	\$9.66	VSM	ND (VD)
1998	Secretaries, Medical	551050	\$6.00	\$7.00	\$8.50	VSRM	SD (LD)
1997	Sheet Metal Workers	891320	\$6.25	\$8.00	\$12.00	VM	LD (SD)
		<b>V = Paid Vacation    M = Medical Insurance</b> <b>S = Sick Leave        D = Dental Insurance</b> <b>R = Retirement        E = Vision Insurance</b> <b>L = Life Insurance</b>				<b>ND = Not Difficult</b> <b>MD = Moderately Difficult</b> <b>LD = A Little Difficult</b> <b>SD = Somewhat Difficult</b> <b>VD = Very Difficult</b>	

## APPENDIX B (Cont.)

Year Of study	Occupational Title	OES Code	Median Wage			Benefits Full-time	Supply/ Demand Inexperience (Experienced)
			New Hires No Experience	New Hires With Experience	3+ Years with Firm		
1995	Social Workers - Except Medical & Psychiatric	273050	\$7.35	\$8.27	\$9.69	VSRMDEL	ND (SD)
1995	Social Workers - Medical & Psychiatric	273020	\$14.42	\$15.21	\$16.50	VSRMDEL	SD (VD)
1999	Stock Clerks - Sales Floor	490210	\$5.80	\$6.00	\$7.00	VSRMDEL	ND (ND)
1997	Stock Clerks - Stockroom/Warehouse	580230	\$5.15	\$5.45	\$7.50	VSMD	LD (LD)
1995	Teachers – Elementary Schools	313050	\$13.24	\$14.71	\$16.43	SRMDE	ND (SD)
1997	Tellers	531020	\$7.00	\$7.00	\$8.00	VSMD	LD (LD)
1994	Title Searchers	283080	\$7.21	\$7.81	\$10.01	VSRMDEL	ND (SD)
1999	Traffic, Shipping, & Receiving Clerks	580280	\$6.38	\$7.25	\$9.25	VSRMDEL	MD (MD)
1999	Truck Drivers, Heavy	971020	\$10.00	\$11.25	\$13.44	VSRMDEL	MD (MD)
1999	Truck Drivers, Light	971050	\$7.45	\$8.00	\$9.00	VSRMDL	MD (MD)
1998	Typists, Including Word Processing	553110	\$8.26	\$8.95	\$10.85	VSRMDEL	LD (LD)
1991	Vegetable/Field Crop Farmworkers	780020	\$4.25	\$4.50	\$5.00	-	ND (LD)
2000	Veterinary Technicians & Technologists	329510	\$5.88	\$8.00	\$10.00	VSRMD	MD (MD)
1999	Vocational & Educational Counselors	315140	NA	\$16.11	\$18.41	VSMDEL	ND (MD)
1997	Waiters & Waitresses	650080	\$5.00	\$5.00	\$5.00	VMD	LD (LD)
1994	Water & Liquid Waste Treatment	950020	\$8.65	\$9.81	\$12.00	VSRMDE	ND (VD)
2000	Weighers, Measurers, Checkers & Samplers - Recordkeeping	580170	\$6.88	\$7.00	\$9.00	VSRMDL	ND (ND)
1999	Welders & Cutters	939140	\$6.00	\$7.75	\$10.00	VM	MD (MD)
1998	Welding Machine Setters	917020	\$6.50	\$8.00	\$12.00	VM	SD (SD)
		V = Paid Vacation S = Sick Leave R = Retirement L = Life Insurance				ND = Not Difficult LD = A Little Difficult SD = Somewhat Difficult VD = Very Difficult	

---

# APPENDIX C

**Merced County  
Vocational Training Directory**





# VOCATIONAL TRAINING DIRECTORY

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Dos Palos High School	Livingston High School
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## VOCATIONAL TRAINING DIRECTORY

### Adult School Vocational Programs

<b>Merced Adult School</b>	<b>Available Services</b>
50 East 20th Street Merced, CA 95340 (209) 385-6524	Counseling Services  Internet address: <a href="http://www.ecec.mushd.k12.ca.us/adult/index.html">http://www.ecec.mushd.k12.ca.us/adult/index.html</a> Accreditation: Western Association of Schools and Colleges (WASC)

#### Adult Basic Education

Reading Classes  
Computer Assisted Instruction

#### CalWORKS Vocational Training

Office Skills  
Building and Housing Trades  
Automotive Service and Auto Body  
Computer Repair and Maintenance  
Multi-media Production

Marketing  
Landscaping  
Construction Technology  
Customer Service

#### English as a Second Language

I - Literacy/Beginning Low  
II - Literacy/Beginning High  
III - Literacy/Intermediate Low  
IV - Literacy/Intermediate High  
Multi-Level English as a Second

#### Office Occupations

Beginning Typing/Keyboarding  
Business Math  
Business English  
Vocabulary Building  
Computer Literacy

10-Key Calculator  
Alpha/Numeric Filing  
Proofreading  
Spelling Improvement  
Introduction to Word Perfect

#### General Education Development

#### High School Diploma Programs

## VOCATIONAL TRAINING DIRECTORY

### Community College Programs

Merced College	Associate Degree																																																																																		
<p>3600 “M” Street Merced, CA 95348-2898 (209) 384-6000 Fax: (209) 384-6043</p> <p><b><u>Los Banos Campus</u></b> 16570 S. Mercy Springs Road Los Banos CA 93635 (209) 826-3431 or 384-6289</p> <p><b><u>Off-Campus Programs at:</u></b> Livingston, Dos Palos, Chowchilla, and other areas</p>	<p><b>Available Services</b></p> <table><tr><td>Financial Aid</td><td>VA Approved</td><td>On-site Child Care</td></tr><tr><td>Job Placement</td><td>Career Assessment</td><td>Career Counseling</td></tr></table> <p><b>Internet address:</b> <a href="http://www.merced.cc.ca.us/">http://www.merced.cc.ca.us/</a> <b>Accreditation:</b> Western Association of Schools and Colleges (WASC)</p>			Financial Aid	VA Approved	On-site Child Care	Job Placement	Career Assessment	Career Counseling																																																																										
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Engineering	Photography																																																																																		
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Geology	Welding Technology																																																																																		
Health Services																																																																																			



## VOCATIONAL TRAINING DIRECTORY

### Community College Programs

Merced College	Certificate Programs						
<p>3600 “M” Street Merced, CA 95348-2898 (209) 384-6000 Fax: (209) 384-6043</p> <p><b><u>Los Banos Campus</u></b> 16570 S. Mercy Springs Road Los Banos CA 93635 (209) 826-3431 or 384-6289</p> <p><b><u>Off-Campus Programs at:</u></b> Livingston, Dos Palos, Chowchilla, and other areas</p>	<p><b>Available Services</b></p> <table><tr><td>Financial Aid</td><td>VA Approved</td><td>On-site Child Care</td></tr><tr><td>Job Placement</td><td>Career Assessment</td><td>Career Counseling</td></tr></table> <p><b>Internet address:</b> <a href="http://www.merced.cc.ca.us/">http://www.merced.cc.ca.us/</a> <b>Accreditation:</b> Western Association of Schools and Colleges (WASC)</p>	Financial Aid	VA Approved	On-site Child Care	Job Placement	Career Assessment	Career Counseling
Financial Aid	VA Approved	On-site Child Care					
Job Placement	Career Assessment	Career Counseling					

#### Agriculture Division

Agriculture Business  
Animal Science  
Crop Science  
Diesel Equipment Technology  
General Agriculture  
Horse Management  
Horseshoeing  
Landscape Horticulture  
Mechanized Agriculture Technology

#### Allied Health Division

Dental Laboratory Technology – Removable Prosthetics  
Dental Laboratory Technology – Fixed Prosthetics  
Nursing, Vocational  
Radiologic Technology

#### Arts Division

Commercial Art  
Visual Arts  
Photography

#### Business Division

Accounting  
Addiction Studies  
Administration of Justice – Corrections Option  
Administration of Justice – Law Enforcement Option  
Banking and Finance  
Business, General  
Clerical Office  
Early Childhood Science  
Family and Consumer Science  
Fashion Merchandising  
Fire Technology  
Food Service Technician  
Foster Care Education  
Information/Word Processing  
Legal Secretarial  
Management, Merchandising

#### Business Division (Cont.)

Management, Small Business  
Management/Supervisory Training  
Medical Office  
Office Technology  
Paralegal Studies  
Real Estate

#### Industrial Technology Division

Automotive Engines  
Automotive Body and Fender  
Automotive Engine Performance  
Automotive Suspension and Brakes  
Automotive Program, Toyota Approved  
Automotive Transmissions  
Computer-Aided Drafting – Architectural  
Computer-Aided Drafting – Mechanical  
Electrician  
Electronics Technician  
HVAC Technician  
HVAC – Commercial Refrigeration  
Technician Option  
Industrial Electronics Technician  
Industrial Electronics Technician  
- Instrumentation and Process  
Control Option  
Industrial Maintenance Technician  
Welding Technology

#### Science Division

Environmental Hazardous Material  
Technology

#### Social Science Division

Human Services

## VOCATIONAL TRAINING DIRECTORY

### Community College Programs

Merced College	Employer-focus Training Center						
<p>3600 “M” Street Merced, CA 95348-2898 (209) 384-6000 Fax: (209) 384-6243</p> <p><b><u>Los Banos Campus</u></b> 16570 S. Mercy Springs Road Los Banos CA 93635 (209) 826-3431 or 384-6289</p> <p><b><u>Off-Campus Programs at:</u></b> Livingston, Dos Palos, Chowchilla, and other areas</p>	<p><b>Available Services</b></p> <table><tr><td>Financial Aid</td><td>VA Approved</td><td>On-site Child Care</td></tr><tr><td>Job Placement</td><td>Career Assessment</td><td>Career Counseling</td></tr></table> <p><b>Internet address:</b> <a href="http://www.merced.cc.ca.us/">http://www.merced.cc.ca.us/</a> <b>Accreditation:</b> Western Association of Schools and Colleges (WASC)</p>	Financial Aid	VA Approved	On-site Child Care	Job Placement	Career Assessment	Career Counseling
Financial Aid	VA Approved	On-site Child Care					
Job Placement	Career Assessment	Career Counseling					
	<table><tr><td>Truck Driver Training</td><td>Computers in Business</td></tr><tr><td>Medical Assistant Training</td><td>Legal Office Technology</td></tr><tr><td>Medical Office Technology</td><td></td></tr></table>	Truck Driver Training	Computers in Business	Medical Assistant Training	Legal Office Technology	Medical Office Technology	
Truck Driver Training	Computers in Business						
Medical Assistant Training	Legal Office Technology						
Medical Office Technology							

## VOCATIONAL TRAINING DIRECTORY

### Private Training Programs

<b>Central Valley Opportunity Center Inc. (CVOC)</b>	<b>Available Services</b> Job Placement Assistance      Career Assessment      Career Counseling						
<b>Merced Center</b> 1748 Miles Court Merced, CA 95340 (209) 385-6524	Internet address: <a href="http://www.elite.net/~cvocplan/">http://www.elite.net/~cvocplan/</a> Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE)						
<b>Stanislaus Center</b> 701 H Street Modesto, CA 95345 (209) 577-3201	General and Advanced Business Occupations Automotive Service/Repair Lithography/Computer Graphics Welding and Industrial Maintenance						
<b>Madera Center</b> 17296 Road 26 Madera, CA 93637 (209) 674-0971	On-the-Job Training Contracts						
<b>Chapman University Academic Center</b>	<b>Available Services</b> Financial Aid      VA Approved      Job Placement Career Assessment      Career Counseling						
3337 "M" Street, Ste 220 Merced, CA 95348-2714  (209) 723-2105 Fax: (209) 723-7251	Internet address: <a href="http://www.chapman.edu/cll/ac/071/index.html">http://www.chapman.edu/cll/ac/071/index.html</a> Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE)						
	<table border="0"> <tr> <td data-bbox="505 1213 941 1367"> <b>Certificates</b>  Human Resources Management  Extended Education  Resource Specialist  T.A.P.E. </td><td data-bbox="1029 1213 1312 1276"> <b>Associate Degrees</b>  General Education </td></tr> <tr> <td data-bbox="505 1394 743 1520"> <b>Bachelor Degrees</b>  Health Science  Psychology  Social Sciences </td><td data-bbox="1029 1394 1468 1675"> <b>Credential Programs</b>  Multiple Subject/Single Subject  Clear Credential/CLAD  Administrative Services  Administrative Services  Pupil Personnel Services  Learning Handicapped  Severely Handicapped  School Psych Specialized </td></tr> <tr> <td data-bbox="505 1549 867 1738"> <b>Master Degrees</b>  Counseling-School/Career  Education  Organizational Leadership  Special Education  Educational Psychology </td><td></td></tr> </table>	<b>Certificates</b> Human Resources Management Extended Education Resource Specialist T.A.P.E.	<b>Associate Degrees</b> General Education	<b>Bachelor Degrees</b> Health Science Psychology Social Sciences	<b>Credential Programs</b> Multiple Subject/Single Subject Clear Credential/CLAD Administrative Services Administrative Services Pupil Personnel Services Learning Handicapped Severely Handicapped School Psych Specialized	<b>Master Degrees</b> Counseling-School/Career Education Organizational Leadership Special Education Educational Psychology	
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<b>Master Degrees</b> Counseling-School/Career Education Organizational Leadership Special Education Educational Psychology							

## VOCATIONAL TRAINING DIRECTORY

### Private Training Programs

<b>Friends International Christian University</b>	<b>Available Services</b> Job Placement                      Career Assessment                      Career Counseling
2152 "O" Street Merced, CA 95340  (209) 384-7900 Fax: (209) 384-3251	Internet address: <a href="http://www.ficu.edu/degree/htm">http://www.ficu.edu/degree/htm</a> Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE)
	<b>Associate Programs</b> Biblical Studies  <b>Bachelor Programs</b> Biblical Studies                      Biblical Counseling                      Church Administration Religious Education                      Theology                      Religious Fine Arts  <b>Master Programs</b> Biblical Studies                      Divinity                      Biblical Counseling Church Administration                      Religious Education                      Theology Religious Fine Arts  <b>Doctoral Programs</b> Church Administration                      Ministry                      Religious Education Biblical Counseling                      Religious Studies
<b>Golden State Truck School</b>	<b>Available Services</b> Financial Aid                      VA Approved
Bldg 90, Castle Airport Atwater, CA 95301  (209) 722-0121 Fax: (209) 722-0245	Internet address: N/A  Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE)
	Truck Driver Training
<b>H &amp; R Block Tax Training School</b>	<b>Available Services</b> None
12 West Main Street Merced, CA 95340  (209) 384-7900 Fax: (209) 384-3251	Internet address: <a href="http://hrblock.com/tax/maps/ttc.html">http://hrblock.com/tax/maps/ttc.html</a> Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE)
	Taxation

## VOCATIONAL TRAINING DIRECTORY

### Private Training Programs

<p><b>Sierra College Of Beauty</b></p> <p>1340 West 18th Street Merced, CA 95340</p> <p>(209) 723-2989</p>	<p><b>Available Services</b></p> <p>Financial Aid</p> <p>VA Approved</p>
	<p>Internet address: N/A</p> <p>Accreditation: Bureau for Private Postsecondary &amp; Vocational Education (BPPVE) National Accrediting Commission of Cosmetology Arts &amp; Sciences (NACCAS)</p>
	<p>Cosmetology Manicuring</p>

<p><b>The Fourth R</b></p> <p>2823 G Street Merced, CA 95340</p> <p>(209) 383-4592 Fax: (209) 388-0167</p>	<p><b>Available Services</b></p> <p>Career Assessment                      Career Counseling</p>			
	<p>Internet address: <a href="http://www.4thrcts.com">http://www.4thrcts.com</a></p>			
	<p><b>Introductory courses</b></p> <p>Intro to Computers              Intro to Word Processing              Intro to Spreadsheets</p>			
	<p><b>Microsoft Office Suite</b></p> <p>Word    Excel              PowerPoint              Access              Outlook</p>			
	<p><b>Other Microsoft Courses</b></p> <p>Windows 95              Windows 98              Windows NT              FrontPage Project              Schedule+              Exchange              Internet Explorer</p>			
	<p><b>Corel WordPerfect Suite</b></p> <p>WordPerfect              Quattro Pro              Corel Presentations              Paradox Netscape</p>			
	<p><b>Lotus 1-2-3 SmartSuite</b></p> <p>WordPro    Lotus 1-2-3              Freelance Graphics              Approach</p>			

## VOCATIONAL TRAINING DIRECTORY

### Regional Occupational Programs

<b>Merced County Office of Education Regional Occupational Programs</b>	<b>Available Services</b> Counseling for Career Guidance      Placement – by teacher referral Vocational Assessment
632 West 13th Street Merced, CA 95340 (209) 723-8346	Internet address: <a href="http://www.muhsd.k12.ca.us">http://www.muhsd.k12.ca.us</a> Accreditation: Western Association of Schools and Colleges (WASC)
Includes:  <b>Atwater High School</b> 2201 Fruitland Avenue Atwater, CA 95301 (209) 257-6000  <b>Chowchilla High School</b> 805 Humbolt Avenue Chowchilla, CA 93610 (209) 665-1331  <b>Dos Palos High School</b> 1701 East Blossom Street Dos Palos, CA 93620 (209) 392-2131  <b>Golden Valley High School</b> 2121 East Childs Avenue Merced, CA 95340 (209) 385-8000  <b>Gustine High School</b> 501 North Avenue Gustine, CA 95322 (209) 854-6414  <b>Hilmar High School</b> 7807 Lander Avenue Hilmar, CA 95324 (209) 667-5903  <b>Le Grand Union High School</b> 12961 Le Grand Road Le Grand, CA 95333 (209) 389-9400  <b>Livingston High School</b> 1617 Main Street Livingston, CA 95334 (209) 394-7961  <b>Los Banos High School</b> 1966 11th Street Los Banos, CA 93635 (209) 826-6033  <b>Merced High School</b> 205 West Olive Avenue Merced, CA 95344 (209) 385-6465	<b>Courses</b>  Advanced Agriculture Sequence & Computer Advanced Agriculture Welding Agriculture Construction and Fabrication Agriculture Sales & Service Agriculture Skills Agriculture Welding Agriculture Welding & Construction Art Auto & Transportation Service Auto Services I/II Auto Body Cabinetmaking I/II Career In Therapeutic Health Career Planning Careers in Accounting Careers in Criminal Justice Careers in Infant & Toddler Computer Applications Computer Business Applications Computer Repair & Maintenance Computerized Drafting I/II Computer in Agriculture Construction Technology Customer Service Representative Diesel Agriculture Equipment Mechanic Graphic Arts I/II Horticulture Introduction to Careers in Health Landscape/Gardening Marketing & Business Management Marketing (Adult) Marketing Occupations I/II Marketing Services Media Productions Microcomputer Accounting Occupations with Children Office Occupations I/II Ornamental Horticulture Power Equipment Technology Publications Welding & Fabrication Technology Welding Technology I/II/III Working with Children

